

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Early Childhood Special Education Assistant	Reports to:	Program Administrator/Supervisor
Job Category:	Instructional Support	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	17
Job Description Revised:	8/25/2022	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, the Early Childhood Special Education Assistant will perform a variety of activities to support instructional programs for all preschool students, aged 3 - 5, and those who are eligible for special education services, attending the inclusive preschool program. Assist teachers and staff in the development and implementation of program and materials to enhance the student's learning experiences and support students' progress toward achievement of Individual Education Plan (IEP) goals and objectives.

ESSENTIAL FUNCTIONS:

- Implement positive play-oriented learning experiences and embedded learning opportunities, developed by the teacher or related service providers.
- Prepare and distribute all materials necessary to implement positive play-oriented learning experiences and embedded instruction.
- Foster independent learning, social-emotional development, and healthy peer interactions through facilitated play while addressing the strengths and areas of need for each child.
- Lead small groups and/or whole class activities, such as "circle time."
- Create and lead theme-based art projects, stories, and indoor/outdoor activities on a regular basis.
- Instruct and help children develop their independent learning of pre-academic and social readiness skills in preparation for transition to a school setting.
- Consult with the student's IEP team regarding student's performance towards IEP goals, and in the classroom.
- Observe, record, and report significant individual and group behavior with appropriate assessment tools.
- Support all students with preschool activities including early literacy, math, art, games, music, and sensory activities utilizing inclusion support techniques such as shadowing and prompting.
- Distribute, monitor, supervise daily snack time to meet children's nutritional needs and facilitate social communication/interactions.
- Collaborate, plan, prepare and maintain reward systems/token economy, icon schedules, social stories, toilet training communication, and daily activity and progress sheets to provide written documentation and/or convey information.
- Assist classroom teachers in maintaining positive student behavior by observing and redirecting students as needed.
- Perform care related duties such as facilitating toileting activities (diaper changing, toilet training, and hand washing).
- Assist in receiving and delivering children directly from/to parents or designee ensure

- safety of children and meeting the district requirements.
- Facilitate and assist in the supervision of students in various settings (e.g. playground, adaptive physical education, field trips to provide a safe and positive learning environment).
- Maintain classroom equipment and work areas to ensure availability of items and/or provide a safe and sanitary learning environment.
- Perform a variety of clerical duties to support classroom activities such as preparation and modification of instructional and classroom materials, ordering supplies, filing, duplicating materials and other related classroom clerical duties. Maintain the confidentiality of records and information related to students and parents.
- Attend meetings to train, receive and convey information.
- Assist in completing report cards and share information with families during conferences.
- Support team and provide information directly related to typical Early Childhood development to staff/aides/parents, including during IEP meetings.
- Administer first aid and CPR as necessary; respond to emergency situations to resolve immediate safety concerns.

OTHER JOB RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Basic child guidance and child development principles and behavior practices especially as they relate to students with disabilities.
- Principles and techniques of reinforcing instruction to individuals or small groups of students with disabilities in a variety of subject areas.
- Early childhood curriculum areas and appropriate methods for implementation and assessment
- Instructional procedures and practices.
- Basic knowledge of the goals and practices for implementing age-appropriate child development and guidance in a preschool environment.
- Play facilitation and child development to assist children with individual and small group activities.
- Methods of observing, evaluating, and recording child behavior.
- Stages of child development and developmentally age appropriate activities.
- Preschool activities including; early literacy, math, art, games, music, and sensory activities.
- Basic principles and practices of early childhood development including proper care, positive reinforcement techniques and discipline.
- Safety practices and procedures in classroom and indoor/outdoor activities.
- Classroom procedures and appropriate student conduct.
- Disaster drills and procedures.
- De-escalation and Safety Care techniques.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Provide and reinforce instruction to individual or small groups of students with disabilities.
- Gather, record and/or collate data using observation and appropriate assessment tools.

- Collaborate, plan and deliver instructional modifications and accommodations as requested/needed for individual students.
- Instruct and plan learning activities.
- Perform and reinforce preschool activities including early literacy, math, art, games, music, and sensory activities.
- Gather, record and collate data about student behavior and progress.
- Monitor, observe and report children behavior and progress according to approved policies and procedures.
- Maintain confidentiality of privileged and sensitive information.
- Operate appropriate communication devices.
- Perform routine clerical duties in support of classroom activities and maintain accurate records.
- Understand complex multi-step written and oral instructions.
- Perform multiple non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Adhere to safety practices.
- Utilize de-escalation and Safety Care protocols.
- Work with frequent interruptions.
- Operate a variety of job-related equipment including a computer and assigned software.
- Administer first aid and CPR as necessary.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma, AA preferred. 12 Core ECD Units (according to California Community Care Licensing – Child Development Theories, Human Growth and Development, Child, Family, and Community, and one EC Curriculum Course).

Experience: Job-related experience with a preschool program is desired.

Required licenses, certificates, continuing education, training and other requirements:

- De-escalation & Safety Care Training (District designated).
- Valid Driver’s License.

DESIRABLE QUALIFICATIONS:

- Some experience working with preschool children and/or individuals with special learning needs.

WORKING CONDITIONS:

Environment: Indoor/outdoor/classroom work environment. Fast-paced environment with changing priorities

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant lifting, carrying, pushing, and/or pulling.
- Frequent stooping, kneeling, bending, crouching, running, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job is 30% sitting, 25% walking, and 45% standing.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.
- Potential contact with dissatisfied or hostile individuals.

OTHER:

Required Testing:

- Pre-Employment Test.

Clearances:

- Criminal Justice Fingerprint Clearance.
- Official transcripts of required core ECD units.
- Proof of MMR, DTAP, and Influenza Vaccine (or waiver).
- State Mandated Training.
- TB Clearance.
- Valid Adult/Child/Infant CPR/First Aid Certificate.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.