



**MENLO PARK CITY SCHOOL DISTRICT
BILINGUAL PRESCHOOL AIDE
JOB DESCRIPTION**

TITLE: Bilingual Preschool Aide

DEPARTMENT/SITE: Early Learning Center

REPORTS TO: Director of ELC

SALARY: Range 11.5 of the classified salary schedule

CLASSIFICATION: Classified - 8hr

WORK YEAR: 198

GENERAL SCOPE:

Under the direction of the Lead Teacher, assists the teaching team in creating a safe, welcoming and stimulating educational environment for children ages 3-5 and their families.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Speak and engage in a professional manner with staff, children, parents and visitors at all times.
- Continually increase knowledge about early childhood education.
- Contribute to the professional community by engaging fully in staff meetings, seminars, training events, celebrations, etc. and work constructively to solve problems that arise, offer support and provide constructive feedback.
- Abide by the ethical standards of the National Association for the Education of Young Children.
- Support the Lead Teacher and Assistant Teacher in preparing an inviting and developmentally appropriate classroom environment daily. Includes set up & clean-up of meals, snacks and curriculum activities.
- Supervise children inside and outside during free play and large group activities.
- Assist teachers and children in daily routines, including mealtimes and help with dressing, standard toileting, etc.
- Provide supportive, culturally sensitive care to all children, including English Language Learners and children with special needs, without bias or favoritism.
- Speak with families about their children in a respectful, culturally responsive, honest, sensitive, and confidential manner.
- Monitor classrooms, playgrounds, bathrooms and shared areas for safety issues and cleanliness.
- Provide small and large group instruction in Spanish or Mandarin
- Support Lead Teacher in communicating with families whose preferred language is Spanish or Mandarin, including greetings, daily interactions, parent-teacher conferences, and some written communications, as needed.
- Keep Lead Teacher informed of needed supplies for the classroom and playgrounds.
- Other duties, including bilingual duties, as assigned.

PHYSICAL DEMANDS



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- Ability to bend, kneel, sit on the floor, stand, walk and interact with small children for long periods of time.
- Lift and hold children up to 40 pounds.
- Lift equipment up to 20 pounds.
- Ability to maintain stamina for long days with children.
- Works both indoors and outdoors in children's play areas – may be during cold or rainy weather.

REQUIREMENTS

- Must be at least 18 years old.
- Bilingual Spanish or Mandarin.
- 12 units in Early Childhood Education
- Valid certification of CPR and First Aid (will be provided by MPCSD if not already certified).
- All required district trainings, e.g. mandated reporter, health and safety, sexual harassment (to be provided by MPCSD) and participation in professional development and training, as required by ELC.
- Successful passage of physical exam, including TB test, and criminal background fingerprint screening.
- Proof of immunization as per ELC licensing requirements.
- Commitment to be prompt, reliable and act in a professional manner.