

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** EARLY EDUCATION ASSISTANT

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**BASIC FUNCTION:**

Persons employed in this classification work under the direction of and generally provide assistance to an Early Education Instructor or other assigned supervisor in the care, training, and supervision of children between the ages of eighteen (18) months and five (5) years of age. This classification is assigned to a work schedule consistent with the needs of the Early Education Program, which may differ from the regular school district calendar and work schedule.

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**DISTINGUISHING CHARACTERISTICS:**

The Early Education Assistant is an entry-level position in the District's Early Education program. Positions in this class serve under the direction and provide assistance to an Early Education Instructor or other designated supervisor. An Early Education Instructor is responsible for providing developmentally appropriate educational programs and activities for preschool aged children; assuring that activities are carried out in accordance with established policies and procedures; making sure that programs/activities are relevant to the age of the children assigned, and that discipline and safety procedures are maintained in an appropriate manner.

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**REPRESENTATIVE DUTIES:**

Provides assistance in the planning, organizing, scheduling and supervision of classroom activities, field trips, cultural events, social experiences, parental involvement, and related activities.

Assists in the preparation of educational materials and activities for children between the ages of eighteen (18) months and five (5) years of age.

Observes and supervises the children's use of equipment and materials; including, but not limited to, the manner in which the children participate in nutritional experiences. Under the guidance or direction an Early Education Instructor or other designated supervisor, may be assigned to supervise the activities of a group of twelve (12) or fewer children.

Provides written observations on the manner in which assigned children interact with each other, and with adults with whom they come in contact.

Assists in setting-up, organizing, and maintaining equipment and supplies.

Engages in the learning process with children and closely supervises them in the classroom and outdoors.

Enforces Early Education Program rules and expectations, and uses Positive Behavior Intervention Supports (PBIS) strategies with children.

Maintains assigned work areas in a neat and orderly condition; and attends to the personal needs of assigned children, as necessary including assisting with or changing diapers or soiled clothing.

Serves or assists children with serving snacks and meals for themselves, as appropriate; clean up serving areas after meals, sit and eat with children to model good manners and healthy food choices during family style eating; guide children in cleanup activities following meals and snacks.

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Ensures the health and safety of assigned children by following health and safety rules and procedures.

Provides first-aid and cares for ill or injured students.

Works cooperatively with an early education team in achieving the goals and objectives of the classroom and center.

Attends staff meetings, conferences, and in-service training programs, as directed.

Performs clerical duties as assigned.

Performs other related duties as required or assigned.

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### **ORGANIZATIONAL RELATIONSHIPS:**

Supervision: Reports to and takes direction from an Early Education Instructor or other designated supervisor.

Internal Contacts: Continuing contact with students, other school site personnel, as well as District Office personnel.

External Contacts: Frequent contacts with parents.

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### **KNOWLEDGE AND ABILITIES:**

#### *KNOWLEDGE OF:*

Oral and written communication skills appropriate to this classification.

Basic mathematics.

Appropriate methods used to motivate and control children of eighteen (18) months to five (5) years of age.

Basic health and honors district's wellness policy for preschool and elementary aged children.

#### *ABILITY TO:*

Learn Early Education program rules and procedures.

Learn and apply basic routines and requirements for children of eighteen (18) months to five (5) years of age.

Work effectively in a multi-ethnic setting, and be willing to work with children with special needs.

Establish and maintain effective working relationships with children, parents, supervisors, and other school district personnel.

Maintain assigned equipment, supplies, and working areas in a clean and orderly condition.

Understand and follow both oral and written directions.

Learn and administer first-aid, and CPR techniques.

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**EDUCATION AND EXPERIENCE:**

Any combination equivalent to [1] graduation from high school; supplemented by six (6) college semester units in early childhood education or closely-related subjects; [2] having twelve (12) college semester units or the securing of an additional six (6) college semester units in Early Childhood Education within twelve (12) months of employment in this classification; and [3] at least six (6) months of demonstrated experience working with pre-school aged children.

**LICENSES AND OTHER REQUIREMENTS:**

The possession of or the securing of a valid First-Aid Certificate, or the completion of the Westminster School District basic first-aid training program, within thirty (30) days of employment in this classification.

The possession of or the securing of a valid CPR Certificate, or the completion of the Westminster School District CPR training program, within thirty (30) days of employment in this classification.

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**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, as well as being able to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is often required to stand, walk, stoop, kneel, crouch and move rapidly. The employee must frequently lift and/or move items weighing up to 25 pounds and sometimes lift and/or move objects weighing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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<b>PREPARED BY:</b>	<u>Classified Personnel Department</u>	<b>DATE:</b> 6/24/95
<b>APPROVED BY:</b>	<u>Board of Trustees</u>	<b>DATE:</b> 7/18/91
<b>APPROVED BY:</b>	<u>Personnel Commission</u>	<b>DATE:</b> 7/25/95
<b>APPROVED BY:</b>	<u>Personnel Commission</u>	<b>DATE:</b> 11/18/14