

**PLEASANTON UNIFIED SCHOOL DISTRICT  
Job Description**

<b>Title:</b>	Early Childhood Associate Educator	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Department:</b>	Student Services/Early Learning and Expanded Care	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	12/08/2022 08/10/2023	<b>Current Salary Grade:</b>	16
<b>Job Description Revised:</b>	07/05/2023	<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of the Program Administrator/Supervisor, assist with the instruction and supervision of Toddlers, preschoolers; and/or TK students assist with planning and implementing a variety of activities to meet the needs and interests of children; ensure compliance with established program requirements; coordinate communications with parents.

**ESSENTIAL FUNCTIONS:**

- Assists in designing and implementing classroom activities to meet the needs of the individual child
- Assists in implementation of a curriculum that is age, developmentally, and linguistically appropriate, culturally diverse, and aligned to the California Preschool Learning Foundations
- Assists with classroom arrangement and related physical requirements to provide a safe, healthy, interesting, and enjoyable learning environment
- Assist with Toddler preschoolers, and/or TK students needs including diapering, potty training, and feeding; assist with providing care for children and family needs.
- Observe, record, and report significant individual and group behavior utilizing the DRDP (Desired Results Developmental Profile); share findings with families during conferences.
- Maintain classroom equipment, work areas, and child files/records including instructional materials, cleaning work area, and kitchen area; ensure the availability of items and provide reliable information related to assigned activities.
- Monitor Toddler preschoolers, and/or TK students behavior to assist with providing a safe and positive environment.
- Organize indoor/outdoor, and quiet/active activities appropriate to age group; actively participate in the learning activities with children.
- Assists in maintaining classroom cleanliness; assists in set-up and maintenance of the classroom lunch area, and other maintenance;
- Respond to inquiries from a variety of sources for the purpose of resolving issues and providing information.
- Participate in workshops, meetings, community events, and other activities as assigned.
- Communicate with parents, personnel, and children to exchange information and resolve issues or concerns.
- Provide support to Early Childhood Site Lead, Early Childhood Educator and/or TK Teacher in assigned activities.

**OTHER JOB-RELATED DUTIES:**

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

## **REQUIRED QUALIFICATIONS:**

### **Knowledge of:**

- Concepts of child growth, development, and behavior characteristics of young children.
- Early childhood curriculum areas and appropriate methods for implementation and assessment.
- Methods of instruction.
- Methods of observing, evaluating, and recording child behavior.
- Appropriate codes, policies, regulations and/or laws.
- Age appropriate activities.
- Stages of child development.
- Child guidance principles and practices, including positive reinforcement techniques.
- Policies and objectives of assigned program and activities.
- Health and safety regulations.
- Safe practices in classroom and outdoor activities.
- Disaster drills and procedures
- Basic English usage, grammar, spelling, punctuation and vocabulary.

### **Ability to:**

- Assist with planning and implementing a variety of activities to meet the needs and interests of children.
- Monitor, observe and report children behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Apply pertinent policies, regulations and/or laws.
- Maintain confidentiality.
- Work flexible hours.
- Provide care to children including changing diapers, comforting, and exercising patience.
- Operate a variety of job-related equipment including assigned classroom equipment, a computer, and assigned software.
- 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 graduate or equivalent (must be at least 18 years old). Twelve (12) Core ECE units Child Development Theories, Human Growth and Development, Child, Family, and Community and three (3) units Infant/Toddler Development Course (if job assignment includes working with toddlers) from an accredited college or approved vocational training program such as a California Child Development Associate (CDA) credential.

**Experience:** Six (6) months experience in licensed or exempt child care facility or comparable program in early education.

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

- Valid (or ability to apply for) Associate Teacher Permit, Issued By California Commission on Teacher Credentialing
- Valid Adult/Child/Infant First Aid/CPR certificate with 16 hours of Health & Safety issued by an authorized agency within a designated probationary period.

## **WORKING CONDITIONS:**

**Environment:** Indoor/outdoor/classroom 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.
- Some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 30% sitting, 20% walking, and 50% standing.

### **Hazards:**

- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.

## **OTHER:**

### **Required Testing:**

- N/A

### **Clearances:**

- Criminal Justice Fingerprint/Background Clearance
- Health Screening Clearance
- Proof of MMR, DTAP, and Influenza Vaccine (or waiver)
- Official transcripts of required units
- State Mandated Training
- TB Clearance

*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.*