



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

EARLY LEARNING ASSOCIATE EDUCATOR

JOB SUMMARY:

Under supervision of the site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for children enrolled in the District's early learning programs; provides a safe and nurturing environment conducive to the growth and development of children.

CLASS CHARACTERISTICS:

Both the Early Learning Educator and Early Learning Associate Educator classes are fully permitted to provide instruction at a California State authorized preschool and to provide daily direction, leadership, and/or guidance to Early Learning Instructional Assistants, Instructional Assistants, and volunteers assigned to the same classroom. The Early Learning Associate Educator class differs from the Early Learning Educator class in that substantially less experience and education in CD/ECE is required and the Associate class has a Child Development Associate Teacher Permit instead of the higher level Child Development Teacher Permit.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

- Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and philosophy of the school and District;
- Plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, talents, home language and individual style and pace of learning; develop goals and objectives consistent with student needs;
- Develop and implement daily lesson plans to meet developmental needs and interests of children, set up and prepare materials to promote student learning;
- Support and implement the individual educational plans (IEP's) for students with special needs;
- Conduct developmental assessments for children using assessment tools provided by the State; observe children during indoor and outdoor activities; maintain child portfolios and related records;
- Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering;
- Assist in identifying children with special needs and refer to proper agencies for testing and evaluation;
- Assist through observation and/or data collection in monitoring progress on IEP goals and objectives for students with special needs;

- Participate with children and encourage their involvement in activities;
- Prepare and maintain a clean, safe, attractive and positive learning environment in accord with the Preschool's health and safety guidelines, to assist children in making a positive transition from home to preschool and reinforce positive attitudes and social skills;
- Establish and maintain standards of appropriate student behavior needed to achieve effective participation in activities; maintain an atmosphere that develops each child's self-esteem;
- Conduct parent conferences on children's school adjustment, developmental progress and classroom behavior; provide parent education;
- Develop positive public relations through communication and activities; involve parents and families in school activities; plan with other facilitators and collaborating agencies to implement family activities.

Other Related Duties:

- Attend staff meetings;
- Participate in training workshops, conferences, courses and other professional growth activities as required for early childhood school educators;
- Maintain all appropriate records in compliance with State Preschool and licensing guidelines;
- Provide training and work direction to Instructional Assistants and volunteers; participate in evaluations as requested;
- Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;
- Change children's clothes and tend to injuries, illnesses and toileting needs as necessary;
- Assure appropriate classroom supplies and materials are available; order, purchase and transport materials as necessary following District's procedures for purchasing and ordering.

SUPERVISION:

Supervision is received from the site administrator or designee.

Daily direction, leadership and/or guidance is provided to Early Learning Instructional Assistants, Instructional Assistants, and volunteers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Concepts of child growth, development and behavior characteristics of preschool age children;
- Early childhood curriculum areas, appropriate methods for implementation and assessment;
- Methods of instruction appropriate for preschool age children;
- Basic child psychology and development;
- Lesson development and planning formats and policies;
- Methods of observing, evaluating and recording child behavior;
- English usage, grammar, spelling, punctuation and vocabulary;
- Preschool and District philosophy and policies;
- Safe practices in classroom and playground activities;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;

- Basic record-keeping techniques;
- Health and safety procedures and techniques.

Ability to:

- Plan, organize and implement approved curriculum for the development of enrolled children;
- Organize and direct activities for preschool age children;
- Develop daily lesson plans in accordance with established policies;
- Maintain a clean, safe, attractive and positive learning environment;
- Communicate effectively with children and adults orally and in writing;
- Observe and evaluate student learning;
- Demonstrate patience, respect and understanding of others;
- Demonstrate cross-cultural sensitivity and respect;
- Work independently and prioritize projects;
- Maintain records, equipment and facilities in an effective manner;
- Provide for the safety, health and psychological needs of children;
- Ensure that preschoolers are supervised at all times;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material;
- Adapt to changes in schedule and work environment;
- Train and provide work direction of others;
- Observe health and safety regulations;
- Be resourceful, show initiative and use integrity and discretion;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- The following minimum qualifications are required to register a valid and current Child Development Associate Teacher Permit or to obtain a temporary county certificate toward Child Development Associate Teacher Permit. For more qualification options refer to the Child Development Permit Matrix:
 - 12 units ECE/CD including core courses and experience equaling 50 days of 3+ hours per day within 2 years; **OR**
 - Child Development Associate (CDA) Credential.

Experience:

- Experience working in a licensed day care center or comparable group child care program is desirable.
- Experience in working with children with special needs is desirable.

Licenses Required:

- Valid and current Child Development Associate Teacher Permit; OR
- Valid and current temporary county certificate toward Child Development Associate Teacher Permit, with proof of Child Development Associate Teacher Permit within 2 months of employment.
- Possession of a valid CPR and First Aid Certificates.

All of the above licenses, certificates and permits be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and has regular contact with other district staff.

Physical Demands:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an classroom or playground environment; Employment contingent upon passing a physical and back evaluation test.

SALARY RANGE

Range 30

Classified Bargaining Unit

Formerly

- Associate Preschool Educator adopted 6/12/03, updated 12/7/06 and 6/11/15 AND
- OVPP Associate Preschool Educator adopted 8/11/11, updated 6/12/14 and 6/11/15

Classifications consolidated and new classification adopted by Personnel Commission 4/25/19

Last revisions: 6/26/2024

Reactivation and Revisions Effective:

Job Description Review and Revisions Effective: 7/18/2024

Approved by Personnel Commission: 7/18/2024