



JOB DESCRIPTION

EARLY CHILDHOOD EDUCATION INSTRUCTIONAL AIDE

SUMMARY

Under the supervision of the classroom teacher and the Early Childhood Education Director, the instructional aide will perform a variety of tasks relating to the specific educational, physical and emotional needs of preschool children and other job related duties as assigned.

REPRESENTATIVE DUTIES

- Maintains confidentiality relating to all aspects of the program and the children.
- Assists teachers in instructing small groups or individual students.
- Monitor the individual progress of children; keeps anecdotal notes of children's progress; works as part of a classroom team to plan daily curriculum, and the classroom environment.
- Works with parents and volunteers as they assist children in the classroom.
- Assists children with washing, toileting and personal care. Sets up snack and assists with children's serving of food and clean-up.
- Assist teacher with the set up of individual centers of learning.
- Assist teacher with all transitions.
- Reports cleaning, health, or safety concerns to teacher/and or director.
- Assist teacher in monitoring children in all indoor and outdoor activities, adhering to all health and safety procedures of the district to ensure a safe and healthful environment.
- Attends all in-service training and staff meetings as assigned.
- Perform other related tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Early childhood development
- Basic computer programs

Ability to:

- Understand, interpret and apply department rules, policies and materials relating to early childhood education.
- Maintain confidentiality.
- Operate a computer and use job related software.

MINIMUM QUALIFICATIONS (continued):

- Knowledge of basic computer programs.
- Understand and follow oral and written directions; project a mature, constructive, stable attitude in a classroom environment.
- Learn pertinent procedures and functions quickly and apply them without close and immediate supervision.
- Maintain consistent, punctual and regular attendance.
- Ensure students are supervised at all times.
- Understand basic concepts of the growth and development of preschool age children.
- Communicate effectively orally and in writing in both English and Spanish is preferred.

BASIC REQUIREMENTS

- Possession of a valid California Driver's License, current DMV printout and proof of automobile liability insurance.
- Physician's Statement of Health.
- First Aid certificate
- Infant and Child CPR certificate
- TB clearance and fingerprint clearance.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Completion of 6 units of study in Early Childhood Education upon employment is desirable, but not required.
- If hired without 6 units in early childhood education, then the employee is required to obtain 6 early childhood education units within one year from the date of hire.
- Two years paid or volunteer experience working with preschool children is highly desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Vision which allows accurate observation from a distance.
- Able to conduct verbal conversation.

PHYSICAL DEMANDS AND WORKING CONDITIONS (continued)

- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to kneel or squat for extended periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs frequently, and 50 lbs. occasionally. *E*
- Able to carry up to 35 lbs frequently, and 50 lbs. occasionally. *E*
- Able to push and pull objects weighing up to 35 lbs. *E*
- Able to sustain strenuous manual labor for 1.5 hours.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate classroom equipment in a safe and efficient manner. *E*

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an “*E*”.

This organization complies with the following policies and practices:

- This organization prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, or sexual orientation, at any district site and/or activity. Minority and bilingual persons are encouraged to apply.
- This organization complies with the American Disabilities Act. Persons who may need some accommodation in the hiring process should contact the personnel office.
- This organization is a drug and tobacco free workplace.
- Candidates shall be required to submit proof of U.S. Citizenship or legal U.S. residence if hired.

Board Approved: Pending