

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: **Preschool Assistant**

SALARY RANGE:	Range 8	DIVISION:	Classified
DEPARTMENT:	District Administration	LOCATION:	District Preschool
REPORTS TO:	Preschool Director	WORK YEAR:	School Days Only + 1 day in-service
APPROVED BY:	Governing Board	DATE:	December 14, 2022

SUMMARY: Under the direction of the Preschool Director, provides classroom support to the Director and Preschool Teacher assisting with implementation of education programs designed for preschool children.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Assists with facilitating learning activities around children's learning needs.
2. Assists with implementing a learning program in accordance with the philosophy of the school.
3. Supports instruction based on the learning needs of children of preschool age. Learning activities will be developed with concern for the individual child's learning abilities and special talents or handicaps styles. Pacing will be based on the children's needs and all children will be included in the learning.
4. Responsibility for order, arrangement, appearance, decor and learning environment of the class space.
5. Shares the joint housekeeping responsibilities.
6. Assists with maintaining accurate daily attendance using the District's record keeping process.
7. Contributes to open and effective home-school participation/communication by working with parents and volunteers.
8. Participates in the planning and implementation of effective curriculum to advance the competency of children.
9. May serve as site English to Spanish/Spanish to English translator.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

1. Early childhood development theory and programs.
2. State and Federal grant requirements for a state preschool.
3. Proper use of a personal computer and related software.
4. Appropriate office procedures.
5. Student Information Software.
6. Basic First Aid.

Ability to:

1. Understand and follow oral and written instructions.
2. Properly use English, grammar, syntax, spelling, and punctuation.

3. Use tact, discretion, and courtesy at all times.
4. Establish and maintain effective working relationships with District staff, faculty, students, and others encountered in the course of work.
5. Establish and maintain accurate records and files.
6. Make arithmetic calculations with accuracy.

EDUCATION AND/OR EXPERIENCE: High school diploma or General Educational Development (GED) equivalency certificate is required and six (6) units of Early Childhood Education and eight (8) hours of general college education. One (1) year related experience and/or training or equivalent combination of education and experience is required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees. Ability to speak, read, and write fluently in Spanish preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

CERTIFICATES AND LICENSES: Valid California Driver's License (required by the first day of service).

OTHER SKILLS AND ABILITIES: Bilingual preferred.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move twenty-five (25) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.