



Romoland School District

JOB DESCRIPTION

EARLY CHILDHOOD EDUCATION - ASSOCIATE TEACHER

Job Summary:

Under the general supervision of the Director of Early Childhood Education, the Associate Teacher will assist in the supervision of preschool age students and the implementation of the preschool educational program.

Examples of Duties:

1. The Associate Teacher will support the Classroom Teacher with recording child observations, planning and preparing classroom lesson plans.
2. In the absence of the classroom teacher, the Associate Teacher will assume the responsibility of the Classroom Teacher.
3. Assist with learning experiences that will further physical skills, enhance language ability, guide social development, foster emotional development and develop creative abilities, including implementing strategies that support student individual learning plans.
4. Monitor and maintain anecdotal notes of the individual progress of children in the student portfolio.
5. Work with parents/guardians and volunteers as they assist children in the classroom.
6. Maintain child care facilities to ensure a sanitary and safe environment for preschool aged children by adhering to all district health and safety procedures and complying with all provisions of State as outlined in California code of Regulations Title 5 and Title 22.
7. Assist children with washing, toileting and personal care.
8. Assists students in family style meals including serving and cleanup.
9. Report potential safety hazards to the Early Childhood Education Director; taking corrective action to prevent injuries.
10. Assist teacher in actively supervising children in all indoor and outdoor activities.
11. Participate in staff meetings and on-going professional development opportunities.
12. Implement early education curriculum utilizing best practices, techniques and inclusivity.
13. Use basic computer programs for attendance reconciliation, child assessment, classifying data, and other related activities.
14. Additional related duties may be assigned.

Qualifications:

Licenses, Certifications and Testing Required:

- Minimum of two school years experience as an instructional assistant or aide.
- An Associate's degree from an accredited college/university including completion of 24 semester units of early childhood/child development education.
- Possession of a current California Child Development Teacher Permit.
- Physician's Statement of Good Health.

- TB clearance.
- Proof of Measles, Pertussis, and flu vaccinations.
- FBI & DOJ Fingerprint clearance.
- First Aid certificate.
- Infant/Child CPR certificate.

Physical Requirements:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions. Physical Demands: Manual dexterity to operate a computer and related equipment and handle working with various materials and objects; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (continuously); Squat, kneel, push, pull, climb stairs (frequently); Lift and carry items to 25 pounds (frequently); Grasp/manipulate materials and supplies (frequently); Use vision, hearing and speaking (continuously).

In compliance with the Americans with Disabilities Act (ADA), the Romoland School District will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. RSD encourages both prospective and current employees to discuss potential accommodations with the Humans Resources.

Employment Status:

Classified Bargaining unit position

Work Year:

196 (24-25 school year only)

Row:

3- ECE Salary Schedule

Revised: 12/17/24

Board Approved: 8/13/19