

STATE PRESCHOOL SERVICE ASSISTANT- Bilingual Biliterate

JOB SUMMARY

Under general supervision, participates in the planning, preparation, scheduling and coordination of activities for the State Preschool Program, including enrollment.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other clerical classifications in that job incumbent is required to have the knowledge of state funded social service program (i.e. state preschool) enrollment and documentation requirements for funding.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this classification receive general supervision from the Supervisor of Child Development Services. Job incumbents in this classification do not supervise other personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Participates in recruiting parents to attract new preschool enrollments
- Plans, prepares, schedules and coordinates State Preschool workshops for parents
- Provides and presents State Preschool Program information to others
- Determines program enrollment eligibility based on state requirements and enrolls preschoolers into the program
- Creates, tracks, completes and maintains documents and records related to State Preschool Program
- Complies with the State Preschool Program requirements
- Responds to parents' inquiries regarding State Preschool Program information
- Plans, communicates, coordinates and participates in meetings that involve teachers, parents and/or staff
- Attends parent meetings with other staff to translate and take notes regarding the child's behavioral plan and follows up with parents on the child's progress
- Composes meeting minutes
- Refers parents to available community resources
- Serves as a liaison between staff (e.g., teachers, School Readiness Nurse) and parents by communicating and/or translating behavioral issues, program information, policies, regulations, rules and procedures
- Assists staff with translations for parents in Spanish and/or English, both orally and in writing
- Attends professional development workshops and trainings
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED is required. Verifiable formal coursework or training (i.e., college) in Child Development Services is preferred.

Experience: Two years of experience in a federal or state funded social service program, including the maintenance of documentation for program enrollment eligibility.

Knowledge of: Community service organizations; Fullerton and/or Orange County early learning communities resources; applicable laws, regulations, rules surrounding child development services; principles, theories and practices of child development; District program, rules, policies and procedures; state preschool program eligibility requirements; principles and practices of diversity in socioeconomic; principles, techniques and practices of record keeping; formal English and Spanish

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language both orally and in writing; techniques and practices of planning and organization; classroom operations.

Ability to: Effectively communicate both orally and in writing in formal English and Spanish; keep others informed of important and relevant information; stay current on the California state preschool program requirements under Title 22 and 5; use office computer software applications (e.g., Microsoft Office suite); effectively work in a team environment; build and maintain professional working relationships with others; take initiative; effectively work in a fast paced environment; independently work with minimal supervision; effectively adjust to changes; effectively manage priorities and workload on-the-job; effectively attend to detail work; provide quality customer service; comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

Special Information:

- Possession of a valid Class C California Driver’s License and the availability of private transportation, or the ability to obtain transportation between job sites, is required.

Physical Standards

The work environment and physical demands of the positions as described below are representative of those that must be met by an incumbent to perform successfully the essential functions of a position in this clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specialized the assigned department.

Work Environment: The incumbent generally works in both a noisy office and/or school environment that is exposed to blood-borne pathogens, body fluids and communicable diseases. The incumbent in this position is subject to constant interruption and is in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. The incumbent will have a high volume of work and is required to work without direct and/or constant supervision.

Physical Demands: Primary functions of the position require sufficient physical ability as follows: to sit for extended periods of time; to walk and stand; to bend at the waist; to reach below and above shoulder level; to lift, push or pull objects up to 20 pound without assistance; to repetitively use fingers and hands to operate a keyboard and other office equipment; to hear within the normal audio range with or without correction; to communicate orally to provide information via phone, intercom and personal card, to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, depth perception and the ability to focus. Physical daily attendance at work is an essential requirement of this job classification.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

STATE PRESCHOOL SERVICE ASSISTANT Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	June 20, 2016