CLASS TITLE: EARLY CHILDHOOD ATTENDANT

DEFINITION: Under the general supervision and evaluation by the site administrator, provides care for preschool and/or school age children to assist with Early Childhood Education; attends school related meetings or parent education activities; and performs other related duties as required.

EXAMPLE OF DUTIES:

- Set up play areas for children with crafts and toys
- Leads play activities and supervises children at play; reads stories, sings songs, play records; listen to and talks with children
- Maintains a clean and safe environment
- May supervise rest and nap periods
- Serves snack and cleans up
- Maintains appropriate records of children receiving care

DESIRABLE QUALIFICATIONS:

Training and Experience: Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed above. An example of an acceptable combination is: completion of formal and informal education sufficient to assure the ability to read and write and the level required for satisfactory job performance and recent successful experience working with groups of children from infancy to age eight.

Knowledge of:

- Preschool children and working with groups
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skills in:

- Establishing and maintaining cooperative working relationships with parents, teachers, children and others contacted in the course of work

Ability to:

- Understand the needs of young children and a sincere liking for children
- Communicate comfortably with parents and young children
- Carry out oral and written instructions

Certificates and Other Requirements:

Meet applicable State and Federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen), Certification in First Aid and CPR required every 2 years.

Environment:

School based settings and surrounding school environment or other District designated environment working with students in a diversified campus environment; subject to diverse weather conditions.

Physical Abilities:

Sitting or standing for extended periods of time; sitting on floor; ability to lift up to 25 lbs.; ability to bend, kneel, reach for and carry children.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 332
MT. DIABLO UNIFIED SCHOOL DISTRICT Board Approved: 6/79
Board Revision: 6/22/15