

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

10/14/99
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TITLE: CHILD DEVELOPMENT ASSISTANT, PRESCHOOL

QUALIFICATIONS

Knowledge of

1. General concepts of child growth and development and child behavioral characteristics.
2. Techniques used in controlling and motivating students.
3. Early childhood curriculum and practices.
4. English usage, punctuation, spelling, grammar, and math.
5. Routine record keeping.
6. General purposes and goals of public education in a preschool setting.
7. Child care policies and regulations.
8. Safety rules and regulations regarding physical activity.
9. Safety rules and regulations for this position.

Ability to

1. Assume responsibility for supervision of children under direction of the lead preschool teacher.
2. Carry out planned themes and activities planned by Lead teacher.
3. Learn and utilize basic methods and procedures to be followed in childcare settings.
4. Perform routine clerical work and basic mathematical calculations.
5. Be a productive and active team member.
6. Demonstrate an understanding, patient, warm, and receptive attitude toward children.
7. Understand and carry out verbal and written instructions.
8. Operate standard office and instructional equipment including typewriter, copy machine ditto machine, cassette recorders, audio-visual equipment, computer terminal, and other instructional media.
9. Read and comprehend instructional materials proficiently.
10. Apply general policies and procedures to specific situations.
11. Maintain a pleasant appearance and demeanor.
12. Work successfully with diverse groups of people.
13. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
14. Establish and maintain effective work relationships with those contacted in the performance of required duties.
15. Establish and maintain effective rapport with students, parents, and community members.

Training and Experience

1. Completion of the twelfth (12th) grade or equivalent.
2. Child Development Assistant Permit, or six (6) units of Early Childhood Education required, twelve (12) units desired
3. Possession and maintenance of a valid First Aid Certificate and CPR Certificate.
4. Good work history and attendance.

REPORTS TO: Program Manager

JOB GOAL: To assist in providing a learning environment appropriate to children's age and stage of development in a preschool setting under direct supervision.

ESSENTIAL FUNCTIONS

1. Assists a preschool teacher or teachers in preschool, including the direction of basic academic skills centers related to the age level of achievement for children of preschool age.
2. Assists in the supervision of students to maintain an effective, safe, and nurturing environment, and assisting in discipline within a framework of well-established policies and procedures.
3. Reports suspected child abuse and communicable diseases to Program Manager and appropriate agencies.
4. Prepares instructional material and equipment for use in classroom activities; types, prepares copies, gathers appropriate resource information, materials, and equipment as assigned.
5. Follows district policies and procedures.
6. Participates in district in-service training as required.
7. Knows and understands the Mission and Core Values of the district.

OTHER FUNCTIONS

1. Monitors and assists children while using equipment, including computer terminals, cassette recorders, audio-visual equipment, and other instructional media.
2. Oversees and supervises students during classroom activities, on campus/play fields, in library, in the lunchroom, and on field trips.
3. Works with students individually or in small groups to reinforce and follow-up learning activities.
4. Administers first aid in conjunction with established district policies and procedures.
5. Performs other related duties as required.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.

PHYSICAL ABILITIES (continued)

10. Able to push and pull objects weighing up to forty (40) pounds.
11. Able to sustain strenuous manual labor for two (2) hours.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
20. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures.
21. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this setting may require individuals who can read, write, and/or speak a secondary language.

TERMS OF EMPLOYMENT: Ten-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the site administrator or his/her designee.

Approved by: Board of Education Date: October 14, 1999

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**