

CLASS SPECIFICATION
Head Start Early Childhood Education Assistant

GENERAL PURPOSE

Under general supervision, provides instruction to individual or small groups of students in assigned Head Start Early Childhood Education Programs; observes, monitors and records student performance and behavior; interacts with children and encourages positive learning; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Head Start Early Childhood Education Assistants are responsible for providing instruction to individual or small groups of children in assigned pre-school programs to encourage and facilitate positive social and cognitive learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Works and interacts with individual and small groups of children in assigned early childhood education programs; encourages positive learning, eating and communication skills by modeling initiative play; assists children in recalling memories and planning their daily activities; facilitates social learning through the use of play and singing.
2. Observes children and records observations of all cognitive and physical achievements; takes anecdotal records and notes to document each child's progress and growth; confers with teaching staff regarding programs and materials to meet student needs; performs student assessments.
3. Assists teaching staff in planning daily classroom activities; plans, gathers, prepares and sets up basic instructional materials; sets up work areas, displays, exhibits and bulletin boards; operates audiovisual equipment; distributes and collects materials and supplies.
4. Assists in supervising and monitoring children's activities; takes attendance; signs children in and out; supervises playground activities; may assist children entering and leaving school buses; accompanies classes on field trips.
5. Assists with lunch and snack preparations; orders and picks up meals from the cafeteria; sets out meals and utensils; sits with an assigned group of children at meals to introduce and encourage family-style eating and to model healthy eating habits.
6. Participates in home visits and parent conferences; meets with parents to remind them of field trips and special events; may provide translation for parents and teachers during conferences and meetings.

7. Performs administrative duties in support of classroom activities; duplicates materials; organizes the bulletin board; sets up and puts away equipment and toys.
8. Assists in maintaining a clean and safe learning environment; assists in cleaning the classroom; supervises children to prevent injuries; may provide basic first aid as needed; assists children in washing their hands to encourage hygienic behavior; may wash and dress children in the event of an accident; may need to diaper children with special needs.
9. Adhere to Head Start Program Performance Standards and Title 22 California Code Regulations.

OTHER DUTIES

1. Attends meetings, in-services, seminars and workshops as required.
2. Monitors and maintains volunteer attendance records.

QUALIFICATIONS

Knowledge of:

1. Practices and methods of instruction, care and supervision of young children.
2. Basic concepts of child development and child behavior patterns of preschool-aged children.
3. Procedures and practices of classroom and playground safety.
4. Correct English usage, including spelling, grammar and punctuation.
5. Administrative practices and procedures, including record keeping and filing practices and procedures.

Ability to:

1. Instruct and encourage learning in preschool-aged children.
2. Organize, set priorities and exercise sound judgment within areas of responsibility.
3. Organize and maintain confidential student records and files.
4. Communicate clearly and effectively orally and in writing.
5. Understand and follow written and oral instructions.
6. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
7. Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work.
8. Maintains job punctuality and regular attendance.

Education, Training and Experience:

Possession of an Associate Degree in Early Child Development (preferred) or a related field; and at least one year of experience working with preschool-age children in an organized setting; or some combination of training and experience that produces the requisite knowledge and ability.

Licenses; Certificates; Special Requirements:

Valid Food Handlers Card

Valid Pediatric CPR/First Aid certificate

Certificate of completion or transcripts that identify a course or courses in preventive health practices (Title 22 California Code Regulations 101215.1)

Valid California Child Development Associate Permit or higher

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a classroom setting, and the noise level is generally quiet.