

Employee Signature _____

CHILD DEVELOPMENT PROGRAMS

Preschool Assistant

DEFINITION

Under general supervision of the Site Supervisor and Preschool Instructor. Provides supervision and care for children in the preschool program.

EXAMPLE OF DUTIES

- Assumes responsibility for the safety of children while establishing and maintaining a safe and healthy environment
- Supervises children at play, directs play activities and develops play activities/materials as required
- Maintains supervision by giving full undivided attention to the students; keeping appropriate ratios (1:12 ratio for preschool or 1:8 for state preschool) while physically moving throughout the area and being aware of the location of the students at all times; demonstrating group management skills including but not limited to setting boundaries, enforcing rules, transitional activities, and other techniques
- Assists in the preparation of materials and activities as well as other duties as defined by the Site Supervisor or Preschool Instructor
- Assists with plans, organization, and implementation of age-appropriate activities that meet the individual needs and the developmental needs of the children
- Promotes social, emotional, physical, and cognitive growth of the children while treating them with dignity and respect; utilizing a patient, sensible and respectful tone and demeanor
- Assists children in learning to think creatively, to solve problems independently, and to respect themselves and others
- Promotes and maintains good communication, rapport and working relationships with other staff members
- Keeps materials, equipment and the general room environment neat, safe and clean
- Models good stewardship for school facilities, playground equipment, and program supplies
- Communicates concerns and issues regarding individual students to Site Supervisor, Assistant Site Supervisor, and/or Preschool Instructor (as appropriate).
- Prevents injuries and handles emergencies, accidents, and injuries appropriately when they occur
- Performs First Aid and CPR as necessary
- Participates in regularly scheduled staff meetings and staff development
- Contacts parents when advised while maintaining confidentiality of all students and staff
- Demonstrates dependability by arriving on time and being ready to work at the scheduled shift

- Accepts field trip responsibility when assigned
- Adheres to Board approved Dress Code
- Performs other duties as appropriate and as may be assigned

QUALIFICATIONS

Education/Training and Experience:

- High School graduation from twelfth grade or equivalent
- 12 Early Childhood Education or Child Development Units in the core courses and possession of one of the following Child Development permits issued by the Commission on Teacher Credentialing of the State of California: an Associate Child Development Permit; Teacher Child Development Permit; Master Teacher Child Development Permit; Site Supervisor Child Development Permit; or a Program Director Child Development Permit
- 1-year experience in a child care center
- Current First Aid Certificate and Infant/Child CPR Certificate required

Knowledge of:

- Instructional, developmental, and behavioral needs of children
- Program procedures and policies
- Title 22 and/or Title 5 Regulations

Ability to:

- Pass Instructional Assistant Proficiency Exam
- Establish and maintain cooperative working relationships
- Maintain accurate records as required
- Adapt to wide variety of individual student needs
- Physically and mentally react appropriately and immediately to unexpected circumstances
- Perform non-violent crisis intervention procedures
- Pass Instructional Assistant Proficiency Exam
- Work Part-time Monday through Friday
- Program Hours of Operation: 8:25 AM - 12:10 PM (3.75 hours)

Physical:

Good physical condition; able to pass required District physical.

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Vision which allows accurate observation from a distance
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to kneel or squat for extended periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to push and pull objects weighing up to 100 pounds
- Able to sustain strenuous manual labor for 3.75 hrs.
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.