

JOB DESCRIPTION
Pleasanton Unified School District

PRESCHOOL ASSISTANT

Purpose Statement

The job of Preschool Assistant (Preschool Program) is done for the purpose/s of working cooperatively to plan, coordinate, oversee, and provide direction to the work of Preschool Aides; planning and implementing a Science, Technology, Engineering, Art, and Math, (STEAM) curriculum; designing and executing the developmental program goals of the Preschool; supervising the activities of the children; and positively interacting with families and co-workers on a day-to-day basis.

Essential Job Functions:

- Instructs children for the purpose of improving the student's academic/social success and transition to elementary school.
- Plans the STEAM curriculum and implements activities based on the preschool's philosophy.
- Observes, records, and reports significant individual and group behavior with a chosen assessment tool. Shares findings with families during conferences.
- Maintains classroom equipment, work areas, child files/records (e.g. instructional materials, cleaning work area, and kitchen area) for the purpose of ensuring availability of items and providing reliable information.
- Monitors child behavior for the purpose of providing a safe and positive environment. Uses appropriate behavior guidelines and problem-solving techniques with children.
- Organizes indoor/outdoor, quiet/active activities appropriate to age group for the purpose of actively participating in the learning activities with children.
- Prepares snacks, lunches and food for the purpose of feeding children and ensuring they receive proper nutritional items to meet the federal and state guidelines.
- Responds to inquiries from a variety of sources for the purpose of resolving issues, providing information and direction.
- Participates in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.
- Plans, coordinates, oversees, and provides direction to the work of Preschool Aides.
- Supports Preschool Lead in assigned activities.

Other Functions:

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

JOB DESCRIPTION

Pleasanton Unified School District

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing, frequent stooping, kneeling, crouching, bending, reaching, and/or crawling; significant fine finger dexterity; sitting on floor; and interacting with children at their eye level. Generally the job requires 30% sitting, 20% walking, and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience Job related experience within a preschool program is preferred

Education 12 Core ECD Units (according to California Community Care Licensing - Child Development Theories, Human Growth and Development, Child, Family, and Community, and one Curriculum Course).

Required Testing

None Required

Certificates & Licenses

First Aid/CPR
Valid California Driver's License and Evidence of Insurability

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance
Health Screening Clearance

FLSA Status

Non Exempt

Approval Date

6/23/15

Salary Grade

Classified Range 16