

PRESCHOOL AIDE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the building Principal, assists the teacher in the care, supervision, and learning activities of children in a classroom or other learning environment for preschool children; provide quality child care and a safe and nurturing environment for children; assist in the preparation of instructional materials, and perform a variety of clerical duties as assigned.

ESSENTIAL FUNCTIONS:

- Assist teacher in classroom routines
- Assists in food service: Receive and set up food meals; Maintain a clean environment for food service area
- Assists the teacher to work with individuals and groups of children
- Assists in supervising of children in indoor and outdoor activities
- Assists teacher in maintaining a clean and orderly classroom environment
- Participates with teacher in home visits
- Assists with the implementation of emergency procedures and first aid
- Attends meetings and inservices
- Record keeping and order supplies
- Assists with health and child development procedures
- Assists the teacher in maintaining a safe physical environment
- Aids teacher in attending to student needs and ensuring students safety on field trips
- Assists teacher in preparing materials and activities
- Does other related duties as assigned by the building principal

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Passage of CODESP Exam or equivalent test, or 48 units from an institute of higher learning, or AA/AS degree
- Minimum typing ability

KNOWLEDGE OF:

- Effective child guidance practices and principles
- Basic first aid practices, procedures and techniques

SKILL TO:

- Read, write and type at a sufficient level to successfully perform the required duties
- Follow written and oral instructions
- Organize a task and carry to completion with efficient use of time
- Possess effective communication skills
- Demonstrate an interest in and ability to work with youngsters
- Maintain a harmonious working relationship with teachers, students, parents and other employees

PHYSICAL FUNCTIONS:

Ability to:

- Hear and understand speech at normal levels
- See and read notes, memos and printed material
- Write legible reports
- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Reach in all directions
- Speak clearly and effectively
- Sit and stand for extended periods of time
- Sit on the floor

EXPERIENCE:

Recent experience working with children or youth groups is desirable

REQUIREMENTS:

- Must be 18 years of age
- Completion of at least 6 units Early Childhood Education (ECE) classes within the required community care licensing core course matrix
- Bilingual/bicultural proficiency English and second language as specified by the County Office

WORK YEAR:

The work year is one hundred eighty (180) days, plus paid holidays

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board adopted: February 14, 2012