

## **MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**

### **ASSISTANT – Extended Day Program (EDP) ASSISTANT – Manhattan Beach Preschool**

#### **DEFINITION**

Under supervision, to assist Extended Day Program (EDP) and or Preschool teachers in childcare, routine instructional, clerical, and housekeeping functions; and to perform related work as required. Assist students in maintaining the standards of behavior set by the teacher by using non-punitive disciplinary methods and positive reinforcement strategies as demonstrated by the Supervisor and teachers. Cooperate with other program staff to create and maintain a harmonious and efficient environment. Interact positively with parents and refer appropriate questions and concerns to Supervisor and teachers. Perform clerical and housekeeping duties as assigned. Attend all staff meetings and training sessions and participate in planning program curriculum as assigned

#### **EXAMPLE OF DUTIES**

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed be necessarily assigned to all positions in the class.

- Tutor math, reading and other academic subjects from grades 1-6. (some positions)
- Change diapers and assists with toilet training. E (some positions)
- Supervise children in the classroom and on the playground. E
- Assist teacher in preparing materials for activities; follow up with teacher specific classroom strategies. E
- Assist teacher in implementation of a variety of educational and enrichment activities for children. E
- Read stories. E
- Transport, set up, and operate audiovisual equipment.
- Participate in disaster drills and in emergencies and disaster plan implementation by performing assigned functions. E
- Serve snack and lunch; clean up and return carts. E
- Set up beds for naptime, help children settle down for nap and put beds away after naps. E (some positions)
- Assist in notifying public emergency services, parents, and guardians of medical emergencies. E
- Participate in activities with children. E
- Participate in and supervise children on field trips.
- File art and class work to be taken home in children's files. E
- Clean, sweep, mop, and/or wipe down inside and outside areas. E
- Resolve conflicts between students. E
- Greet students upon arrival, pick up children from Kindergarten and first grade (some positions); safeguard the release of children through verification of authorization to release child to adult; remain on duty until children are released to authorized adults. E
- Perform routine clerical work such as making photocopies and maintaining attendance records. E
- Operate standard office and education materials and equipment such as a typewriter keyboard, photocopies, FAX, laminator, or paper cutter. E

- Report suspected cases of child abuse in accordance with state-mandated reporting and district policy. E
- Perform related duties as assigned. E

\* Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

### **TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience caring for or providing recreational or educational activities for children of the appropriate ages (2 – 12)

### **QUALIFICATIONS**

<p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Correct English usage, spelling, grammar, and punctuation;</li> <li>• Basic Math</li> <li>• General needs and behavior of children;</li> <li>• Reading and writing in English;</li> <li>• Ability to interact positively with young children and their parents;</li> <li>• First aid techniques and procedures</li> <li>• Appropriate safety precautions and procedures.</li> </ul>	<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Supervise students in classroom, field trips and out-of-door activities;</li> <li>• Perform routine clerical duties;</li> <li>• Communicate with students and motivate them to participate in learning activities;</li> <li>• Care of toddlers (some positions);</li> <li>• Recognize and remove safety hazards to students;</li> <li>• Learn laws, rules, practices, and procedures related to public education and related to the program to which assigned;</li> <li>• Perform duties in a manner which is consistent with teacher instructions;</li> <li>• Administer basic first aid;</li> <li>• Understand and carry out oral and written instructions;</li> <li>• Establish and maintain effective relationships with those contacted in the course of work.</li> </ul>
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### **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

<b>PHYSICAL DEMANDS</b>	<b>ASSOCIATED TASKS</b>
<p><b>Vision:</b> (which may be corrected)</p> <p>Read small print</p>	<p><b>To perform tasks such as to:</b></p> <p>Read stories to children; read instructions and notes; read doctors’ medical instructions; verify</p>

<p>Walk over uneven terrain and use peripheral vision</p> <p>See small objects at a distance of 25 feet</p>	<p>authorization to release child to adult</p> <p>Supervise children outside</p> <p>Retrieve equipment</p>
<p><b>Hearing:</b> (which may be corrected)</p> <p>Hear sounds which warn of potential danger</p> <p>Have tolerance to be exposed to noisy conditions</p> <p>Understand speech over a telephone</p>	<p><b>To perform tasks such as to:</b></p> <p>Supervise children and respond to emergencies</p> <p>Supervise groups of small children</p> <p>Communicate with parents and emergency medical services</p>
<p><b>Speech:</b></p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contacts</p> <p>Speak with a level of proficiency and volume to be understood in a classroom</p> <p>Speak with a level of proficiency and volume to be understood in conditions of high noise level</p>	<p><b>To perform tasks such as to:</b></p> <p>Greet children and parents</p> <p>Assist teacher with activities; instruct groups of children</p> <p>Maintain order in the classroom</p>
<p><b>Upper Body Mobility:</b></p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward, use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p> <p>Twist and bend at torso</p>	<p><b>To perform tasks such as to:</b></p> <p>Mix paint, make play dough, and prepare activities; operate office equipment; administer basic first aid</p> <p>Serve snack and lunch; store, retrieve, and lift equipment, games and clothing</p> <p>Supervise children</p> <p>Clean tables and classroom, participate in games; pick up classroom supplies</p>
<p><b>Lower Body Mobility:</b></p> <p>Walk on even surfaces</p> <p>Bend at waist</p> <p>Stand for prolonged periods of 1 hour</p> <p>Sit for prolonged periods of 1 hour</p> <p>Step over objects</p>	<p><b>To perform tasks such as to:</b></p> <p>Perform duties in the classroom</p> <p>Clean classroom and outside areas</p> <p>Supervise children outside</p> <p>Supervise children during nap and lunch</p> <p>Circulate in the classroom</p>

<p><b>Strength:</b></p> <p>To lift, push, pull, and/or carry objects which weigh as much as 30 pounds on a frequent basis</p>	<p><b>To perform tasks such as to:</b></p> <p>Change diapers and set up beds (some positions)</p>
<p><b>Stamina:</b></p> <p>Run quickly for brief spurts</p>	<p><b>To perform tasks such as to:</b></p> <p>Respond to emergency situations</p>
<p><b>Environmental Requirements:</b></p> <p>Constant work interruptions</p> <p>Exposure to sun, rain, and wind without effective protection</p> <p>Work around dirt/dust</p> <p>Work cooperatively with others</p> <p>Work inside. Work outside.</p>	<p><b>To perform tasks such as to:</b></p> <p>Instruct and supervise children</p> <p>Supervise outdoor activities</p> <p>Maintain good relationships with staff and children</p> <p>Prepare activities for teachers</p>
<p><b>Mental Requirements:</b></p> <p>Read and write at a simple level, essential for successful job performance</p> <p>Math skills at a basic level</p> <p>Copying</p> <p>Coordinating</p> <p>Judgment</p> <p>Learn quickly and follow written/verbal procedures and standards</p> <p>Listen</p> <p>Demonstrate</p>	<p><b>To perform tasks such as to:</b></p> <p>Read stories to children; dispense medication</p> <p>Help children with homework (some positions)</p> <p>Perform clerical duties</p> <p>Prepare activities for teachers</p> <p>Respond to emergency situations</p> <p>Work safely and effectively with all children</p> <p>Understand problems and concerns of children</p> <p>Model appropriate behavior</p>

**Other Conditions of Continued Employment:**

- Demonstrate fluency and literacy in English
- Use personal automobile in course of employment (some positions)
- Participate in employer mandated training and retraining programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

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