

PRESCHOOL ASSISTANT

DEFINITION

To assist teachers in a preschool program in supervising, providing learning experiences, providing a safe and healthy environment; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from a teacher, or other certificated personnel. May receive technical guidance from other certificated personnel. Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Assist teacher in planning, preparing and collecting resource materials and learning activities.
- Work with children individually and in groups.
- Participate and interact with children during learning/experiences.
- Promote the well-being of the children during learning/experiences.
- Promote the well-being of the children by helping them develop a positive attitude/self-image and an ability to cooperatively play and interact with other children and adults.
- Assist teacher with supervising indoor and outdoor activities, including arts and crafts work, music, cooking, free time, story telling, science projects, psychomotor and field trips.
- Set up tables for meals; may assist with serving, cleaning up and supervision of children during meals; may assist in preparing beds for nap time.
- Assist in caring for maintaining materials, equipment, supplies and toys.
- Assist in arranging and maintaining an attractive, comfortable and inviting setting for learning oriented play experiences.
- Inform teacher of any apparent learning or behavioral problems; assist in meeting the special needs of those children.
- Greet parents; may assist in acquainting parents with the program as necessary.
- Help parent volunteers become involved in activities.
- May visit homes and/or call to check on absent children.
- May wash blankets, sheets and other items as needed.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Proper child care techniques.
- Basic techniques and methods of interacting with children and adults.
- First aid and safety requirements.
- Individual needs of children of a variety of ethnic backgrounds.
- Activities for young children including educational, sports, games, crafts, psychomotor, art, drama, music and related learning experiences.

Ability to:

- Relate to children and assist them in age appropriate activities in order to enable them to learn at their own level.
- Assist teacher with supervising children in educational and play activities.
- Understand and relate to children from varying ethnic backgrounds.
- Interact and maintain cooperative working relationships with children, parents and staff.
- Work in a team situation.
- Read and write at the level required for successful job performance.
- Physical capability sufficient to perform job task.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to care for infants/toddlers.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- See to read a variety of materials and screen student health conditions.
- Frequent bend/stooping to interact with toddlers
- Occasionally squat, crouch, crawl or kneel.
- Reach overhead, above the shoulders and horizontally to retrieve supplies.
- Stand/walk frequently for extended periods of time.
- Occasionally lift up to 50 lbs overhead (with assistance)
- Occasionally lift up to 20 lbs above shoulder height.
- Occasionally lift up to 40 lbs from waist to knee; and from knee to floor.
- Frequently lift and carry up to 20 lbs.
- Occasionally push/pull up to 120 lbs.
- Frequent firm grasping with hands
- Occasional simple grasping with hands.
- Lift up to 40 lbs to table height with assistance.

EXPERIENCE AND EDUCATION:

Any combination of education, training or experience equivalent to:

- Working with students in a supervisory capacity for a period of six months
- Completion of the 12th grade.

NO CHILD LEFT BEHIND FEDERAL REQUIREMENTS:

- High school graduation or GED
- Degree or completion of 48 semester units from accredited college or university or District Assessment Test/County certificate showing compliance with NCLB. (SUSD proficiency test taken before 7/1/04 does not meet this requirement)

Salary Placement:

CSEA 318

Incremental Salary Schedule

209-work days

Board Approval: 01/28/86