CHICO UNIFIED SCHOOL DISTRICT
PRESCHOOL ASSISTANT

DEFINITION
Under supervision of the Program Director and the direction of the Preschool Site Supervisor, the Preschool Assistant will supervise children at the preschool site during play, rest and meals and assist the teacher in the instructional programs.

This program must meet and maintain the California Code of Regulations, Title 5 and Title 22, of the California State Preschool Program.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES
- Assist teachers in supervision and training of children
- Help run small group learning centers during the day, read and/or tell stories, conduct arts/crafts activities with students
- Supervise children at nap time
- Supervise children during inside and outside play
- Positively enforce and/or redirect behavior
- Assist children in bathroom procedures; cleaning of clothes and bedding as needed
- Assist and supervise children at lunch and snack time, guide children in table manners
- Assist with basic cleaning duties including, but not limited to, wiping tables after students eat and wiping cots after nap time
- Help complete necessary clerical tasks
- Operate a variety of audio-visual and office equipment
- Carry out authorized emergency and safety procedures
- Perform related duties as assigned

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Child guidance principles and practices
- Areas of instruction being taught in the program
- Basic clerical and record keeping processes

Skill to:
- Analyze situations accurately and adopt an effective course of action.
- Perform the important & essential duties with minimum supervision.
- Balance emotional support and discipline of children to deal with behavior problems.

Ability to:
- Effectively carry out written and oral instructions; communicate effectively with all staff, parents, and students.
- Understand and interpret teacher’s instructions in order to assist in instruction of children.
- Recognize the needs and differences of children in order to successfully motivate them.
- Understand the requirements of Title 5 and Title 22 for California Child Development Programs.
Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required
knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge,
skills, and abilities would be:

Experience:
- Minimum of two years of experience in a school age enrichment program or child care
  setting preferred

Education:
- 12 semester units or 18 quarter units of Early Childhood Education or Child
  Development, a total of 4 courses.
  - One course in each of the following areas:
    - Child/Human Growth & Development
    - Child/Family/Community Relations or Child/Family Relations
  - Two courses in the following area:
    - Programs/Curriculum

Licenses/Certificates:
- Possess and maintain certification in Childcare Provider CPR/AED/1st Aid.
- Possession of an Associate Teacher Permit is preferred.

Condition of Employment:
- Proof of immunizations for Measles/Mumps/Rubella (MMR) and Tetanus/
  Diphtheria/Pertussis (Tdap) is required.
- Proof of immunization for Influenza is preferred.

Physical Abilities:
- Ability to speak in an understandable voice with sufficient volume to be heard in normal
  conversation, on the telephone, and addressing staff, parents, and students.
- Facility to see and read, with or without vision aids, a computer screen and printed
  matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and
  understand speech on the telephone.
- Requires the ability to stand and walk for extended periods of time (greater than two
  hours), to lift light to heavy objects on an occasional basis (10-50 lbs.) and to push or pull
  lightweight objects.
- Manual dexterity to successfully operate a telephone and enter data into a computer.

PC July 2016, October 2017, August 2018