

**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 AND 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 train students in maintenance of personal needs including eating, personal hygiene, and dressing.
- Provide physical support for students who cannot care for themselves including feeding, diapering turning, and physical movement.
- 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 and essential duties with minimum supervision;
- Balance emotional support and discipline of children to deal with behavior problems.

Ability to:

- Effectively communicate clearly and concisely, both orally and in writing, with all staff, parents and students;
- Understand and interpret teacher's instructions in order to assist in instruction of children;
- Exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- 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;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, 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 (2) two years of experience in a school age enrichment program or childcare setting preferred

Education:

- Completion of 12 semester units or 18 quarter units of Early Childhood Education or Child Development, a total of 4 courses, or;
- Completion of 6 semester units or 9 quarter units of Early Childhood Education or Child Development and active enrollment in 6 semester units or 9 quarter units of Early Childhood Education or Child Development, completed by the 5th month of employment.
 - One (1) course in each of the following areas:
 - Child/Human Growth & Development
 - Child/Family/Community Relations or Child/Family Relations
 - Two (2) courses in the following area:
 - Programs/Curriculum as approved by the Director of Preschool Programs

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid certification in Pediatric CPR/AED/First Aid.
- Possess and maintain an Associate Teacher Permit preferred.

Conditions of Employment:

- Proof of immunizations for Measles/Mumps/Rubella (MMR) and Tetanus/Diphtheria/Pertussis (Tdap) is required.
- Proof of immunization for Influenza, or completed waiver, is required annually at each Influenza Season.
- Proof of Tuberculosis testing as cleared by an approved Healthcare Provider.
- Completed Health Screening report under the direction of a Physician within 7 days of start date.

PHYSICAL DEMANDS

- 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.