

ALPINE COUNTY OFFICE OF EDUCATION
EARLY CHILDHOOD EDUCATION AIDE

REPORTS TO: EARLY CHILDHOOD EDUCATION DIRECTOR/TEACHER

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under the direction of the Teacher/Director, the Early Childhood Education Aide will coordinate parent volunteers and assist in the implementation of Preschool and Infant Care programs. The Early Childhood Education Aide will assist the Teacher in implementing the programs. Under the general supervision of the Teacher/Director, the Early Childhood Education Aide performs duties such as preparing materials, assisting students on an individual basis, and coordinating parent volunteers during classroom time. Incumbent may be required to interact with other faculty and staff in exercising duties. This is an entry-level position.

QUALIFICATIONS:

Required:

1. Must have or be able to obtain Pediatric First Aid and CPR certificate within 6 months of employment; and obtain Child Care Health and Training
2. In order to pass the one year probationary period, the following must be completed by the end of the probationary period
 - 1) Completion of six (6) postsecondary semester or eight (8) equivalent quarter units in early childhood education (ECE) or child development (CD)

OR

- 1) Completion of at least three postsecondary semester units or four equivalent quarter units in early childhood education or child development each semester or quarter following initial employment,

AND

- 2) Continuation in the educational program each semester or quarter until six (6) semester units or eight (8) quarter units have been completed

Desired:

1. One year experience with Early Childhood Education

KNOWLEDGE OF:

1. Child abuse reporting requirements

2. Working knowledge of the District/County and onsite program policies and procedures
3. Basic knowledge of early childhood development to assist the Teacher/Director in implementing a high quality preschool and infant care program

ABILITY TO:

1. Perform all duties of the position efficiently and effectively
2. Assist in providing guidance and developmental experiences to enrolled children
3. Analyze situations and develop and implement effective responses
4. Assist Teacher – Infant Program, Teacher – Preschool Program, Teacher/Director in classroom activities
5. Maintain confidentiality
6. Communicate clearly, concisely, and professionally both orally and in writing

ESSENTIAL DUTIES:

1. Coordinate and schedule parent volunteers to work in the classroom
2. Assist in implementing a program in accordance with state guidelines
3. Assist in providing a safe, nurturing, and positive experience for the children
4. Consider the individual child in relation to his/her culture and socioeconomic background
5. Assist in developing and implementing effective, developmentally appropriate curricula
6. Work cooperatively with school site personnel and the Teacher/Director to maintain a quality program
7. Maintain effective relationships with employees, parents and students
8. Assist in the set up and arrangement of supplies and equipment
9. Performs other duties as assigned

ENVIRONMENT/WORK CONDITIONS:

Infant care or preschool environment; subject to constant interruptions, children acting out, infant crying, and interacting with parents and guardians.

Location: varies depending on weather. Up to 50% outdoors subject to typical weather conditions and 50% indoors, climate controlled.

Hazards: unexpected movements of students at play, slippery surfaces, uneven terrain, disruptive student behaviors, and some cleaning chemicals

Equipment used: various types of recreation equipment, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies

Safety equipment: gloves and other equipment as needed

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- Standing/Walking: Constantly: throughout work shift on concrete, carpet, kitchen and bathroom floors, grass, uneven surfaces, etc.

- Sitting: Occasionally; while performing classroom duties.
- Lift/Carry: Occasionally, 1-10 pounds; recreation equipment. Seldom up to 35-50 pounds while assisting injured students, equipment, supplies, or trash.
- Bending/Twisting: Occasionally; at waist/knees/neck while participating in physical education activities, demonstrating activities, and assisting students
- Push/Pull: Occasionally, using one or both hands exerting a force up to 10-80 pounds while controlling disruptive student behaviors. Daily using both hands and arms while mopping/dust mopping, moving furniture and materials exerting a force of 15 to 30 pounds.
- Climbing: Occasionally; steps and stairs at school sites and climbing on playground equipment to assist students
- Kneeling/Crouching/Crawling: Occasionally; while assisting students. Occasionally may be required while cleaning lower areas, retrieving supplies from lower shelves.
- Hands/Arms: Frequent use of both in reaching/handling/grasping/fingering/ gripping while participating in recreational activities, and while wiping and cleaning surfaces. Overhead reaching may be required.
- Sight/Hearing/Speech: Constantly; required while supervising and observing students at play. Requires visual acuity, near/mid/far range and peripheral vision.
- Other Physical Demands: Occasionally; may be required to move quickly to assist student to maintain safe play environment. Must be able to take off from a standing position to a sprint as needed, able to change directions quickly.

MENTAL

- Must be able to work independently and follow through on all tasks assigned
- Must possess good communication skills; working with all types of students
- Able to communicate to develop team work
- Must have interpersonal skills to handle behavior problems, resolve disputes and motivate students
- Must be able to monitor multiple activities on crowded playground
- Must constantly be alert and able to move quickly and provide vigilance for safety of students
- Must be able to remain calm in dealing with injury or other safety related situations
- Must be able to motivate and discipline students as required

Adopted: 6/28/07

Revised: 4/30/10

Revised: 5/20/16 COE