

## Del Norte County Unified School District

## Position Description

Position: Early Childhood Education Assistant II	Salary Range: 110
Department/Site: Early Childhood Education Program	FSLA: Non-exempt
Reports to/Evaluated by: Principal	

### **Summary**

Assists an early childhood instructor in the care, supervision, and instruction of pre-school aged children, in classrooms, common areas, and playgrounds at a center dedicated to pre-kindergarten children.

### **Distinguishing Career Features**

The ECE Assistant II – is the second level of a career path for instruction support to pre-school aged children. The ECE Assistant II requires completion of 6 college semester units, in ECE and/or child development core courses. This classification parallels the classification of Assistant in the Child Development Permit Matrix. The ECE Assistant III requires the completion of 12 units of early childhood education and child development curriculum and a demonstrated ability to conduct reading and other activities with proper spoken English.

### **Essential Duties and Responsibilities**

- Assists one or more instructors to implement lesson plans by providing positive, play-based learning experiences for children.
- Assists with organizing specific activities such as, but not limited to reading stories, basic arts and crafts, individual and group play and games. Assists in maintaining classroom order by observing and focusing the activities and behaviors of the children toward group activities.
- Gives each child individual and special attention each day. Responds to each child's particular needs and characteristics.
- May assist with recording attendance and obtaining parent signatures. May contact parents regarding children's attendance.
- Reports to signs of illness or distress observed in the children. Aids in dealing with the situation, as appropriate.
- Responds to the hygiene needs of children by escorting, assisting, diapering, and attending to routine health care needs.
- Assists in administering a variety of informal and formal assessments and tests such as the kindergarten assessment and other screening tools.
- Sets up and arranges supplies and equipment used in the classroom or other environment for instruction and projects.

- May prepare teaching aids, labels, charts, bulletin boards and displays.
- Assists to implement lesson plans by providing positive play-oriented learning experiences for children.
- Talks to, comforts, and gives emotional support to children.
- Observes behavior of children and monitor for signs of neglect or suspected abuse. Reports such concerns according to established guidelines and state law.
- Provides for the physical needs of children by changing diapers, changing beds, preparing bottles, serving snacks, and participating in and observing playtime activities.
- Uses age appropriate sanitation methods for formula and solid food preparation and understands acceptable types of foods, amounts, and serving times.
- Prepares and washes plates, utensils and wash cloths; washes, dries, folds, and stores towels and clothes; disinfects toys and work surfaces; vacuums floors, cleans bathrooms, and empties trash as needed.
- Assists in maintaining a clean, safe, sanitary and orderly child care environment; notifies the Teacher/Site Supervisor of potentially dangerous or harmful conditions.
- Reads age appropriate materials to infants, toddlers, and pre-school children to foster pre-literacy skills.
- Participates in activities for infants, toddlers, and pre-school children; assures that children are interacting in age-appropriate activities; escorts and observes toddlers, infants, and pre-school children outside for activities and play.
- Gives each child individual and special attention each day. Responds to each child's particular needs and characteristics.
- Reports any signs of illness or distress observed in the children. Aids in dealing with the situation, as appropriate.
- Depending on assigned grade level, performs a variety of infant/child care duties such as preparing snacks and bottles, changing diapers, facilitating rest periods as well as planning and setting up learning activities.
- Sets up and arranges supplies and equipment in the classroom as directed.
- Performs clerical duties such as, but not limited to, preparation of correspondence, teaching aids, labels, charts, bulletin boards, and displays.
- Assists with school lunch program as needed. May prepare cash deposits for lunch sales.
- Maintains logs and charts relative to daily activities.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

The position requires basic knowledge of the goals, principles, of and practices for implementing age appropriate child development and guidance in a pre-kindergarten environment. Requires a basic knowledge of play-oriented subjects and learning sufficient to assist children with individual and group activities. Requires basic knowledge of arithmetic, grammar, spelling, language and reading sufficient to assist students with reading, games, and projects. Requires sufficient human relations skills to work cooperatively and exercise patience and sensitivity when interacting with students, staff and parents. May require knowledge of and conversational competency in a second language.

### ▪ **Abilities**

Requires the ability to perform the essential responsibilities and work tasks of the position. Requires the ability to understand and interpret an instructor's instructions in order to work with small groups of children. Requires the ability to understand the needs and differences of children and to reach and motivate them. Requires the ability to balance emotional support and discipline to deal with behavior problems. Ability to perform clerical and classroom support duties with minimum supervision. Work is performed in a classroom setting, presenting minimal exposure to health or safety hazards.

### ▪ **Physical Abilities**

Requires the ability to perform work indoors and outdoors in a classroom or playground environment engaged in work of a moderately active nature. Requires normal hearing and speaking skills to communicate with staff and students. Requires near visual acuity to read and write printed materials and observe the activities of children. Requires sufficient ambulatory ability to move about classroom, common area, and playgrounds, assist with presentations, and reach classroom materials. Requires the ability to stand, walk, and sit upright on a floor-level surface for extended periods of time (greater than 1 hour), and to lift, push, and pull light to medium objects on an occasional basis (10-50 lbs). Requires personal appearance, grooming, attitudes, and language patterns that provide a suitable example to children.

### ▪ **Education and Experience**

This position requires a High School diploma or equivalent (GED) and 6 college semester units of early childhood education or child development curriculum.

### ▪ **Licenses and Certificates**

May require a valid driver's license. Pediatric First Aid and CPR Certificate within 90 days of employment.

### ▪ **Working Conditions**

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations.