

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Preschool Aide II (Teacher Assistant)	FLSA:	Non-Exempt
Department:	Child Development	Hourly:	Min. Wage
Reports to/Evaluated by:	Preschool Teacher Director	Salary Schedule:	Child Development

SUMMARY

Under the direction of the Teacher Director the Preschool Aide II will prepare activities, provide instruction and supervise the students and maintain program standards.

NATURE AND SCOPE

Under the general supervision of the Teacher Director, the Preschool Aide II performs duties such as preparing materials, assisting students on an individual basis and in small groups. Follows well defined guidelines, policies and written procedures. Exercises patience, tolerance and objectivity when working with individuals or groups of children. Uses judgment to determine children’s needs and when to seek assistance from the Teacher Director or other staff.

DISTINGUISHING CHARACTERISTICS

This is an entry level position in the preschool instructional series which requires some additional college level course work in Child Development, Early Childhood Education or a related field. Advancement is possible along the instructional or supervisory track but will require additional formal classes, training and experience as defined by State regulations.

ESSENTIAL TYPES OF DUTIES

- Assists in implementing a program in accordance with State Guidelines.
- Assists in providing a safe, nurturing, and positive experience for the students.
- Considers the individual child in relation to his culture and socio-economic background.
- Maintains open and effective home-school communication.
- Assists in developing and implementing effective, developmentally appropriate curriculum.
- Works cooperatively with school site personnel and the Teacher Director to maintain a quality program.
- Communicates site program needs to the Teacher Director.

- Assists in maintaining site discipline, parent communication, program improvement and school site personnel relations based on licensing requirement Title 22 and California Education code Title 5.
- Maintains effective relationships with employees, parents, and students.
- Assists in the set-up and arrangement of supplies and equipment.
- Performs other related work as assigned.

QUALIFICATIONS

Knowledge and Skills: Must have a working knowledge of the District, site and program policies. Requires a basic knowledge of Early Childhood Development to assist the Teacher Director and Associate Teacher in implementing a high quality preschool enrichment program. Requires strong communication skills.

Abilities: Must be able to perform all of the duties of the position efficiently and effectively. Must be able to assist in providing guidance and developmental experiences to the students. Must be able to analyze situations and develop and implement effective responses. Must be able to assist the Teacher/Director and Associate Teacher in classroom activities.

Physical Abilities: Position involves mobility, bending, carrying and lifting (under 25lbs) and working outdoors.

Education and Experience: Must be at least 18 years old, 6 college units in Child Development or Early Childhood Education and at least three months experience in an Early Childhood Education program or child care setting; or one year experience in an Early Childhood Education program preferred.