

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
EARLY LEARNING ASSISTANT

CLASSIFICATION: Classified Employee
SALARY LEVEL: Range 20 Classified Salary Schedule
WORK YEAR: 10 or 12 months depending on work location

JOB DEFINITION:

Under general supervision of the site administrator, Head Teacher or Early Childhood Coordinator, the Early Learning Assistant is to supervise activities and play of birth through five year old children. Works as a member of a teaching team to promote active learning by planning and implementing developmentally appropriate experiences and by creating an environment in which birth through five year old children can experiment, make choices, solve problems and share their experiences with others; assists in maintaining a clean, safe, and orderly physical environment. Staff may be assigned to a preschool or Transitional Kindergarten (TK) environment.

SUPERVISOR:

Early Childhood Education Coordinator, Head Teacher or Site Administrator

QUALIFICATION REQUIREMENTS

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

EXAMPLES OF DUTIES: (May differ according to assignment)

The following list of duties that are representative of the position and include but are not limited to::

Essential Duties:

- Assists with daily classroom activities
- Provides activities and experiences designed for all areas of a child's development; physical, emotional, social and cognitive, through an integrated approach
- Assists in preparing the environment for the children to learn through active exploration and interaction with adults, other children, and materials; assists with organizing room displays, bulletin boards and interest areas appropriate to the students' goals
- Extends children's learning by asking open-ended questions and/or making suggestions that stimulate children's thinking
- Responds quickly and directly to children's needs, desires and verbal and non-verbal messages adapting the response to the children's differing styles and abilities
- Facilitates the development of self-esteem by expressing respect, acceptance, and comfort for children
- Assists in providing snacks and meals as mandated by student educational program
- Meets with teaching team and attends program related meetings, trainings, conferences, and parent conferences
- Communicates when appropriate with parents and shares child development knowledge, insights and resources as part of regular communication and conferences with family members under supervision of the Site Supervisor and/or guidance of the teacher
- Completes forms, logs and paperwork required including but not limited to daily health and safety related activities
- Engages in or supervises physical learning activities and strategies with students such as painting, gardening, sand play, use of playground equipment, crafts work, or etc. as needed
- Assists in maintaining a clean, safe and healthy environment
- Supervises students as directed
- Provide first aid for minor cuts, bruises and illnesses; refers more serious injuries to parents, nurse and/or medical personnel; dispense and log medication for students when requested to do so by parents with assigned medical release.

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Other Related Duties: *(May differ according to assignment)*

- Performs other related duties as may be assigned by the supervisor.
- Participates in available training to meet new safety and/or technology standards.
- Preschool - Sets up tables for eating; serves meals, snacks, and drinks; eats with children to demonstrate good table manners and healthy eating habits; assists with cleanup.
- Preschool - Prepares beds and supervises nap period.
- Preschool - Help children dress and undress and hang up clothing; changes soiled clothing and diapers.

PHYSICAL EFFORT AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds.
- Typically indoor work environment; may require some limited exposure to outdoor environment in order to supervise students or assist with loading or unloading of school buses or supplies. When working outdoors may be exposed to a wide range of temperatures; with exposure to extreme weather conditions, which include but are limited to; heat, cold, rain, wind and high humidity.

REQUIRED QUALIFICATIONS:

Education:

- A high school diploma or GED equivalency sufficient to assure the ability to read and write English and to perform mathematical calculations at the level required for successful job performance.

Experience:

- Combination of training and experience equivalent that has provided the required level of knowledge and abilities. Other evidence may be substituted for up to one (1) year of clerical experience.

Knowledge of:

- Child development and pre-school age children.
- Modern office methods, procedures, and equipment, record keeping systems, receptionist and telephone techniques.

Licenses and Certificates:

- Possession of a valid Class C California driver's license *(as appropriate to the assignment)*
- First aid and CPR certificate within the first 6 months.

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Ability to:

- Understand and carry out assigned work with supervision.
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies.
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District and the State of California.
- Learn and use technology and computer software applications as appropriate to the work environment,
- Understand and be sensitive of those of culturally and linguistically diverse backgrounds.
- Communicate effectively in the English language, both orally and writing with adults and children.
- Learn, plan, formulate and execute federal, state, district and departmental policies, procedures and directives, in accordance with assigned duties.
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy.
- Meet schedules and time lines.
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the community.
- Maintain regular attendance and punctuality.

DESIRABLE QUALIFICATIONS:

- AA degree highly desirable with emphasis in early childhood education.
- Current first aid certification within 6 months of employment
- Previous experience in a school district or government entity.
- Ability to speak, read, and/or write in a language other than English.

Approved: _____

Revised: 8/25/2008

Revised: 1/25/2022