DEFINITION

Assists a teacher or other certificated employee in an Early Education Center by developing, preparing and conducting instructional activities, evaluating and monitoring developmental levels, working with children, redirecting behavior, and performing related manual and clerical tasks.

TYPICAL DUTIES

Assists a teacher in monitoring, evaluating, and assessing the progress and developmental levels of children through observation and documentation.
Posts information on student assessments and other records.
Works as a liaison with parents and/or community groups.
Procures materials and resources for parent meetings.
Participates as a member of the shared decision making team and parent advisory and safety committees.
Assists in organizing and planning curricular trips.
Assists teachers in creating instructional materials for bulletin boards, children's projects, and learning centers.
Prepares an inventory of classroom supplies and makes recommendations for ordering instructional materials.
Performs Early Education Center Aide I duties as assigned.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Early Education Center Aide II assists teachers in the development and preparation of instructional materials and assists in assessing developmental levels. An Early Education Center Aide II (Spanish Language) communicates in Spanish in performing the same duties as an Early Education Center Aide II. Employees in “restricted” classes are employed in accordance with Personnel Commission Rule 518. An Early Education Center Aide II (Substitute and Relief) performs the same duties, but is employed to substitute for an absent Early Education Center Aide II or serve as a temporary addition to the regular staff. An Early Education Center Aide II (Head Start) performs the same duties, but is required to meet an additional federally mandated requirement specific to the Head Start Program.

A Special Education Assistant assists teachers in the presentation of instructional materials and cares for the physical needs of physically or educationally disabled students in a class for the disabled.

An Early Education Center Aide I performs beginning level work of gradually increasing responsibility in assisting in meeting the developmental and educational needs of children.

SUPERVISION

Immediate supervision is received from a certificated employee, usually a teacher. No supervision is exercised over District employees.
CLASS QUALIFICATIONS

Knowledge of:

- Safety rules and habits to be observed by children
- Standards of courtesy and behavior expected of children
- Correct English grammatical usage
- Appropriate appearance and cleanliness

Ability to:

- Speak English with fluency
- Read English aloud with ease and expression
- Write legibly
- Enforce safety rules and standards of behavior
- Operate audio-visual, instructional, and computer equipment
- Work effectively as a member of an instructional team, with children, parents, and community representatives

Special Physical Requirements:

- Set up and lift equipment weighing 10 to 15 pounds
- Safely lift preschool children

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Twelve college semester units or the equivalent number of quarter units of from a recognized college or university in child development core courses, including at least one course in each of the following areas: child/human growth and development; child/family/community or child and family relations; and programs/curriculum.

Special:

1. Ability to communicate in a non-English language may be required for some positions in Early Education Center Aide II. In addition, ability to communicate in Spanish is required for the Spanish language class.

2. The field of competition for restricted classes is limited to persons who meet certain criteria, such as residence in a designated area (Education Code Section 45108). At the time of recruitment, the specific criteria will be indicated.

3. An applicant who meets the entrance qualification requirements may apply and be appointed, but must obtain the Child Development Associate Teacher permit during employment with the District.
4. Positions in the Head Start Program will be required to meet the following requirements by September 30, 2013:

A Child Development Associate (CDA) credential;

Be enrolled in a CDA credential program that will be completed within 2 years;

OR

Have an associate or bachelors degree or be enrolled in a program leading to such a degree.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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