

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

PRE-SCHOOL CLASSROOM ASSISTANT

Definition

Under general supervision, to perform paraprofessional instructional activities and supervision in the preschool setting; to provide intensified learning experiences for preschool aged students to include students with specialized programs, to provide a variety of clerical and supportive tasks for instructional personnel related to preschool requirements; and to do related work as required.

Responsible to

Site Administrator

Examples of Duties

1. Follows plans and assists the teacher with the development and presentation of learning materials and instructional exercises.
2. Receives children from parents. Notes all special instruction which parents may provide.
3. Assists in the supervision of small groups of students in the classroom, playground and study trip activities.
4. Attends to the physical needs of the children (i.e., feeding, toileting, resting, etc.). Assists children with development of self-help skills.
5. Prepares and serves snacks or lunches.
6. Assists children in collecting their belongings when they depart. Ensures that each child leaves with his or her parent or an adult authorized to take the child. Informs parent of child's activities during the day.
7. Ensures play and instructional areas are maintained in a safe, healthy and sanitary condition.
8. Collects, distributes, stores or disposes of materials.
9. Supervises students to maintain preschool ratios.
10. May administer routine First Aid to students.
11. Read to students, explain words and meanings, rephrase materials and provide learning examples.
12. Assist in maintain a variety of reports and records.
13. Assist in establishing standards of child behavior and use of variety of behavior modification and reinforcement and other behavior-shaping strategies.

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Qualifications Guide

Knowledge of:

1. Basic concepts of child growth and development and child behavior characteristics.
2. Appropriate English usage, punctuation, spelling and grammar.
3. Basic housekeeping methods.
4. Effective interpersonal and communication skills.
5. Basic food preparation.
6. Simple record keeping.
7. Basic First Aid and CPR principles.

Ability to:

1. Establish and maintain cooperative and effective working relationships with staff, parents, and children.
2. Assist feeding, toileting, etc. needs of the children.
3. Exercise good judgement.
4. Establish rapport and motivate children.
5. Speak clearly and concisely.
6. Understand, interpret, and apply rules, regulations, standards, and procedures.
7. Learn and utilize standard teaching aids and office machines.
8. Understand and follow oral and written instructions.
9. Perform physical labor including lifting children and performing housekeeping activities.
10. Maintain cooperative working relationships with staff, students, parents, and the general public.
11. Maintain confidentiality.

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Training, Education and Experience

1. High School degree or recognized equivalent, and
2. Must have 6 or more units or equivalent quarter units of post-secondary child development or early childhood education course work from an accredited college or university.
3. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or passage of the Fallbrook Union Elementary School District examination for this classification.
4. Experience working with diverse groups and cultures.
5. One (1) year of paid or volunteer experience working with preschool children in an educational or childcare setting is highly desirable; coursework in childcare, supervision, psychology, or guidance; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Physical

Good physical condition and fitness. (The District provides a Pre-employment physical.)

Certificate

- A current First Aid and CPR certificate are required at the time of application and must be kept current.
- Immunizations required by Community Care Licensing regulations

Job Description Adopted: August 16, 1999

Job Description Revised: June 6, 2016