

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: CLASSROOM ASSISTANT, CHILD DEVELOPMENT PROGRAM**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist in providing care, supervision and learning activities to toddlers and preschool-age children in a classroom environment; assist with planning and implementing a variety of activities to meet the needs and interests of children; assist in the preparation of instructional materials and provide routine clerical support.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist in providing care, supervision and learning activities to toddlers and preschool-age children in a classroom environment; assist assigned teacher with the implementation of lesson plans; provide children with appropriate examples, emotional support, friendly attitude and general guidance.

Oversee student activities in various areas, such as art, music and language arts; assist children with projects and activities; read books to students as assigned; assist children with letter and word pronunciation and recognition; oversee and assist with naptime functions.

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials; take and record attendance as required; provide classroom support to the teacher by setting up work areas and displays as assigned; distribute and collect paper and supplies.

Observe and monitor behavior of children in the classroom according to approved procedures; monitor children during outdoor activities as directed; assist in the assessment of student skills and progress; report progress regarding student performance and behavior.

Assist with snack, breakfast and lunch time as assigned; participate in the preparation and serving of food items; assist children with eating activities; assist children with washing hands and faces after play times and meals as needed; change diapers and assist children with toileting as needed.

Assure the health and safety of children by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys; set up before and clean up after serving of snacks and meals.

Oversee and interact with children during games, play, outings and recreational activities.

Maintain routine records related to students, attendance, meals and assigned activities.

Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

Communicate with staff, administrators, parents and others to exchange information and resolve issues or concerns.

Operate a variety of standard classroom and office equipment including a copier and computer as assigned; utilize basic food preparation equipment such as a microwave.

Provide routine first aid to injured students according to established procedures as needed.

Attend and participate in various meetings as assigned.

##### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic principles and practices of early childhood development.

Child guidance principles and practices.  
 Classroom procedures and appropriate child conduct.  
 Basic instructional methods and techniques.  
 Safe practices in classroom and playground activities.  
 Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.  
 Correct English usage, grammar, spelling, punctuation and vocabulary.  
 Operation of standard office and classroom equipment.  
 Basic record-keeping techniques.  
 First aid and CPR procedures.

**ABILITY TO:**

Assist in providing care, supervision and learning activities to preschool-age children in a classroom environment.  
 Assist with planning and implementing a variety of activities to meet the needs and interests of children.  
 Assist in the preparation of instructional materials and provide routine clerical support.  
 Assist with eating and housekeeping activities as directed.  
 Establish and maintain cooperative and effective working relationships with others.  
 Communicate effectively both verbally and in writing.  
 Assist with the development of lesson plans.  
 Monitor, observe and report child behavior and progress according to approved policies and procedures.  
 Understand and follow oral and written instructions.  
 Observe health and safety regulations.  
 Maintain student records and files.  
 Operate standard office and classroom equipment.  
 Administer first aid and CPR.  
 Demonstrate interpersonal skills with tact, patience and courtesy.  
 Maintain regular and reliable attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above including some experience working with preschool-age children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certificate issued by an authorized agency.  
 Valid California Drivers License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard classroom equipment.  
 Sitting or standing for extended periods of time.  
 Bending at the waist, kneeling or crouching to assist students.  
 Seeing to read a variety of materials and monitor student activities.  
 Hearing and speaking to exchange information.  
 Physical agility to lift 25 lbs. to shoulder height and 50 lbs to waist height.  
 Lifting, carrying, pushing or pulling heavy objects.

Grade Allocation: 5	Accountability of time: Director of Dept/Division
Adopted: 7/1/04	Tasks assigned by: Director of Dept/Division
Revised: 11/17/04	Evaluated by: Director of Dept.Division
	Hiring authority: Director of Dept/Division