

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: CLASSROOM ASSISTANT, CHILD DEVELOPMENT PROGRAM

REPORTS TO: Child Development Program Coordinator or Director

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under guidance of the assigned teacher, provide care, supervision and social/learning activities to preschool-age children in a classroom environment. Help with planning and implementing activities to meet the needs and interests of preschool-age children. Assist in the preparation of instructional materials. Provide clerical support.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Three months experience working or volunteering with preschool-age children in an organized setting.
3. First Aid and CPR certification (provided by SLOCOE if needed) must be obtained within 130 days of employment.
4. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. 6 semester units of college coursework in Early Childhood Education or Child Development.

KNOWLEDGE AND ABILITY:

1. Knowledge of basic principles and practices of early childhood education.
2. Knowledge of child guidance principles and practices.
3. Knowledge of age-appropriate behavior, child conduct, and discipline strategies.
4. Knowledge of classroom procedures.
5. Knowledge of basic instructional methods and techniques.
6. Knowledge of safe practices in classroom and playground activities.
7. Knowledge of basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
8. Knowledge of basic record-keeping techniques.
9. Ability to communicate effectively both verbally and in writing.
10. Ability to work with constant disruptions and challenging behaviors.
11. Ability to remain fair and consistent when dealing with groups of children.
12. Ability to work as a team player.
13. Ability to observe health and safety regulations.
14. Ability to operate standard office and classroom equipment.
15. Ability to maintain regular and reliable attendance.
16. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
17. Ability to establish and maintain positive and effective working relationships with diverse populations.
18. Ability to communicate with parents and the community in a positive and supportive manner.
19. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
20. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
21. Ability to deal with problems or issues involving several concrete variables in standardized situations.

ESSENTIAL FUNCTIONS:

1. Under the direction of the assigned teacher, assists in providing care, supervision and learning activities to preschool-age children in a classroom environment. Provide children with appropriate examples,

emotional support, friendly attitude and general guidance.

2. Assist teacher with the implementation of lesson plans, instructional materials, and activities.
3. Oversee student activities in curriculum areas, such as math, art, music and language arts. Help children with classroom projects and activities. Work with children to develop language skills. Read books to students.
4. Demonstrate and model age-appropriate self-care skills, including dressing, hygiene, manners, etc.
5. Observe and monitor behavior of children in the classroom. Follow classroom protocol to encourage appropriate behaviors. Assist classroom teacher with group-time management. Monitor and interact with children during outdoor activities to ensure safety.
6. Assist teacher in the assessment of children's skills, activities, and behavior. Report progress regarding children's performance and behavior to teacher or associate teacher.
7. Participate in snack, breakfast and lunch time activities. Help with menu planning. Utilize basic food preparation equipment such as a microwave or oven. 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. Set up before and clean up after serving of snacks and meals. Assist with naptime functions.
8. Change diapers and accompany and assist children with toileting if needed.
9. Provide classroom support to the teacher by setting up work areas and displays. Distribute and collect instructional materials, paper and supplies. Clean, set up, and set out toys and classroom equipment.
10. Ensure the health and safety of children by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.
11. Communicate with staff, administrators, parents and others regarding child behavior and progress as directed by the teacher.
12. Operate standard classroom and office equipment including a copier and computer. Perform clerical duties such as preparing, typing, duplicating and filing instructional materials.
13. Record daily attendance and maintain records related to student behavior, meals and classroom activities.
14. Monitor inventory levels of classroom supplies. Inform appropriate staff members when supplies are needed.
15. Provide routine first aid to injured children according to established procedures.
16. Attend and participate in meetings with classroom teacher and administrators regarding children's progress and behavior.
17. Attend and participate in extra duty professional development hours as assigned.
18. Handle confidential information and materials with complete security.
19. Other duties as required within the scope and skill level of the classification.

ENVIRONMENT:

Classroom and outdoor playground environment.

Constant interruptions.

PHYSICAL DEMANDS:

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

HAZARDS:

1. Potential for contact with blood and other body fluids.

Grade Allocation: 5
Adopted: 7/1/04
Revised:11/17/04;11/25/08, 7/26/23