

HIGHLANDS RECREATION DISTRICT • JOB DESCRIPTION

ADOPTED BY THE GENERAL MANAGER	SEPTEMBER 2011	JOB TITLE EARLY EDUCATION AIDE	NON-EXEMPT
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Definition:

Under the direct supervision of the Early Education Director. To assist the Head Teacher and Teacher with daily classroom activities. Supervise and/or facilitate activities or areas to provide positive learning experiences for the Early Education children.

Distinguishing Characteristics:

The Early Education Center is an infant through preschool center providing group care to children and is governed by the provisions specified in the California State Day Care Regulations.

Typical Duties:

Carry out assigned snack and art preparation and clean up duties; Provide positive learning experiences for the Early Education children; maintain appropriate standards for the Early Education children’s behavior using non-punitive methods which teach self-discipline while supporting the child’s self- esteem; provide careful and concentrated supervision of play areas to insure the children’s safety; maintain a cooperative relationship with all other staff members in order to create a harmonious and efficient program. Establish a positive partnership with all parents. Communicate with the Director/Head Teacher regarding difficult individual child behavior, potential or real health and safety concerns; attend all monthly staff meetings and training sessions; participate in earthquake and fire evacuation procedures.

Desired Qualifications:

Knowledge of: Early Childhood Education and/or Child Development.

Ability to: Understand Developmental needs of children, ages three months through age five. Know and uphold the goals and philosophy of the Early Education Center. Maintain a cooperative relationship with all other staff members in order to create a harmonious and efficient program. Establish a positive partnership with all parents. Communicate with the Director or Head Teacher regarding difficult individual child behavior, potential or real health and safety concerns. Establishes goals and objectives and accept constructive criticism.

Experience: Minimum 6 months experience in childcare, babysitting or work related field. Classroom teaching or teacher assisting in preschool.

Education: High School Diploma and a minimum of 6 semester units in Early Childhood Education and/or Child Development approved by an accredited educational institution or the Commission on Teaching Credentialing.

Additional Requirement: Strong communication skills are recommended. Possession of or ability to obtain an appropriate, valid driver license.

EARLY EDUCATION AIDE • JOB SPECIFICATIONS

DEFINITION

Under the direct supervision of the Early Education Director.

DISTINGUISHING CHARACTERISTICS

The Early Education Center is a preschool center providing group care to children and is governed by the provisions specified in the California State Day Care Regulations.

SUPERVISION RECEIVED AND EXERCISED

Under the direct supervision of the Early Education Program Director and supervises all children in the classrooms.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS-*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Prepare, store and clean up snack in accordance with the State of California Child Care Center Supplemental Food Requirements.
2. Aide in the facilitation curriculum activities or areas to provide learning experiences for the Early Education center.
3. Maintain appropriate standards for the Early Education Program children's behavior using non-punitive methods which teach self-discipline while supporting the child's self-esteem.
4. Provide careful and concentrated supervision of play areas to insure the children's safety and learning.
5. Maintain a cooperative relationship with all other staff members in order to create a harmonious and efficient program.
6. Establish a positive partnership with all parents.
7. Communicate with the Director/Head Teacher regarding difficult individual child behavior, potential or real health and safety concerns.
8. Attend all monthly staff meetings and training sessions.
9. Carry out cleaning and facility maintenance duties.
10. Carry out preparing and clean up in art projects and snack daily.
11. Participate in earthquake and fire evacuation procedures.
12. Handles multiple tasks simultaneously
13. Comforts children
14. Creates an environment where children feel safe, secure and comfortable
15. Acts as a positive role model
16. Interacts with children in a positive learning manner by singing songs, reading books, playing games

Marginal Functions:

1. Assists children in potty training
2. Other related duties as assigned

QUALIFICATIONS

Knowledge of:

Early Childhood Education and/or Child Development.

Skills and Abilities to:

Prepare, store and clean up snack in accordance with the State of California Child Care Center Supplemental Food Requirements.
Understand the developmental needs of children, ages three months through age five.

Adapts easily to changing situations

Know and uphold the goals and philosophy of the Early Education Program.

Maintain a cooperative relationship with all other staff members in order to create a harmonious and efficient program.

Establish a positive partnership with all parents.

Communicate with the Director or Head Teacher regarding difficult individual child behavior, potential or real health and safety concerns.

Aides in establishing goals and objectives and accepts constructive criticism

EXPERIENCE

Minimum 6 months experience in childcare, babysitting or work related field.

Education:

High School Diploma and six semester units in Early Childhood Education and/or Child Development approved by an accredited educational institution or the commission on Teacher Credentialing.

License or certificates

Possession of, or ability to obtain an appropriate valid driver's license.
Basic First Aid and CPR

Requirements by state licensing:

1. Undergo a complete physical examination of DSS form LIC503.
2. Be fingerprinted for criminal record with appropriate form by qualified individuals.
3. Undergo TB test on DSS form LIC503.
4. Complete Child Abuse Index Check on DSS form 198A
5. Read and sign Criminal Record Statement on DSS form LIC508
6. Complete and sign Personnel Record on DSS form LIC501

WORKING CONDITIONS

Environmental Conditions:

Lively recreational facility, indoor and outdoor work environment; may be exposed to variable or inclement weather conditions

Physical Conditions:

Essential and marginal functions may require maintaining physical conditions necessary for variety of Early Education Program activities such as: lifting, bending, stooping, kneeling, sitting, walking, and running; and occasionally climb, balance, crawl and lift children; and stand for prolonged periods of time. Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone and in person assisting customers and program participants; bodily mobility to lift and maneuver program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, writing and answering telephones. In preparation of snack, must be able to use kitchen appliances and utensils in a safe manner.