

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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<b>Position:</b>	Preschool Aide	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Child Development	<b>Salary Grade:</b>	01
<b>Reports to/Evaluated by:</b>	State Preschool Teacher/Director	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Under the general supervision of the Teacher/Director, performs instructional support work assisting in the implementation of the Child Development Preschool Enrichment Program. Position assists with the general clerical and administrative tasks as well as in certain daily classroom activities. Implements goals and objectives established by certified teachers and works directly with children to that end. Work is performed under direct supervision of a certified teacher and is reviewed in progress and upon completion. Incumbent may be required to interact with other faculty and staff in exercising duties.

**DISTINGUISHING CAREER FEATURES**

This is an entry level position. The Preschool Aide will assist staff in implementing the program. Advancement from the Preschool Aide requires job training and additional education requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in implementing a program in accordance with State guidelines.
- Assist in providing a safe, nurturing, and positive experience for the children.
- Carries out clerical duties related to classroom teaching; may prepare planned instructional materials; checks objective papers; maintains supplies and equipment for classroom use.
- Consider the individual child in relation to his culture and socio-economic background.
- Assist in maintaining open and effective home-school communication.
- Assist in developing and implementing effective, developmentally appropriate curricula.
- Work cooperatively with school site and program personnel to maintain a quality program.
- Communicate site program needs to the Teacher/Director.
- Assist in maintaining site discipline, parent communication, program improvement and school site personnel relations based on licensing requirements and Title 22, California Education Code, Title 5, and Desired Results objectives.
- Maintain effective and confidential relationships with employees, parents and students.
- Assist in the set-up and arrangement of supplies, equipment, and classroom environment.
- Performs other related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge and Skills:** Must have a working knowledge of the District and site program policies and procedures. Employee must possess basic knowledge of early childhood development to assist the program in implementing a high quality program. Requires strong communication skills.

**Abilities:** Must be able to perform all of the duties of the position efficiently and effectively. Must be able to assist in providing guidance and developmental experience to children. Must be able to analyze situations and develop and implement effective responses. Must be able to assist the staff in classroom activities. Requires the ability to encourage, schedule and coordinate parent volunteers.

**Physical Abilities:** Position involves mobility, bending, carrying and lifting (under 25 lbs.), and working outdoors.

**Working Conditions:** Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**Education and Experience:** Must be at least 18 years old. High School diploma or equivalent required. Experience working with children in a structured or unstructured setting is required. Any equivalent combination of education, training and experience.