

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRESCHOOL ASSISTANT – EXTENDED CARE

DEFINITION

WORK YEAR: Preschool Session, part-time position, up to 3.75 hours per day

SALARY: Range PSH 000 on the Preschool Salary Schedule (PSH)

Under direction of the Preschool Director, provides supervision of all children arriving before preschool begins and staying after preschool ends; assists with plans, organization, and implementation of age-appropriate activities that meet the individual needs and the developmental needs of the children; and performs related duties as assigned.

EXAMPLES OF DUTIES

- Provides supervision of all children arriving before preschool begins and staying after preschool ends, maintaining order and ensuring a clean and safe environment.
- Under the guidance of the Preschool Director, assists with plans, organization, and implementation of age-appropriate activities that meet the individual and developmental needs of the children.
- Promotes social, emotional, physical, and cognitive growth of the children while treating them with dignity and respect, utilizing a patient, sensible and respectful tone and demeanor.
- Assists children in learning to think creatively, to solve problems independently, and to respect themselves and others.
- Attends meetings and participate in staff development training as assigned.
- Presence in the classroom is required on all student/teacher contact days. The Preschool work year consists of one hundred and eighty (188) working days. The position may be performed as a split shift, working from 7:45 a.m. to 9:00 a.m., and 1:00 p.m. to 3:30 p.m.

EMPLOYMENT STANDARDS

Knowledge of: Child guidance principles and practices; Reggio Emilia inspired classrooms; effective interpersonal and communication skills.

Ability to: Learn methods and procedures to be followed in an instructional situation and limitations of assigned duties; view children from an “Inquiry-based” perspective; inspire confidence in children and youth; promote and maintain good communication, and a pleasant and professional demeanor with parents, children, and co-workers.

Education and Experience: The ideal candidate will have 12 or more ECE units, knowledge of Reggio Emilia inspired classrooms, and experience working in a preschool setting.

Licenses and other Certification: Declaration of health Clearances for TB, MMR, Pertussis & Influenza per Health & Safety Code 15996.7995, valid First-Aid and CPR Certificates shall be obtained (within 6 months of employment) and must be renewed as necessary during employment

WORKING CONDITIONS

Classroom and outdoors environment; subject to stooping, bending and standing while working with students.