

## EARLY CHILDHOOD EDUCATION ASSISTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	41	07/01/2017	Classified	1 of 2

### DEFINITION

To supervise and teach preschool, infant/toddler age, or school age children in an Early Childhood Education center.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants and volunteers.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Provides instruction and supervision to preschool, infant/toddler age, or school age children.
- Models teacher-child interactions reflective of current knowledge in the field of early childhood education.
- Plans and implements art, science, music, language and literacy, math, dramatic play and outdoor experiences to meet the needs of each child.
- Follows health and safety procedures in assisting children with daily routines including mealtimes, toileting, napping, greetings and departures.
- Encourages language skills and development by reading and telling stories.
- Acts out stories and imaginative situations with dramatic play skits.
- Sing songs with children and encourages children to dictate their own stories and experiences.
- Supervises the block area and assists children in learning to respect the space and structures of other children.
- Engages in play-time with children while supervising them at all times.
- Plans nutritious snacks and encourages children to assist in snack preparation.
- Purchases food at appropriate intervals for the snack program.
- Maintains each area of the center in clean, orderly and safe state.
- Confers with supervisor and other staff of center to plan program activities and to discuss children's progress and development.
- Assists in organizing and planning parent orientations each semester.
- Provides guidance and direction to practicum students, parent volunteers and student aides.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Child development and psychology.
- Teaching methods and techniques.
- Program planning for children in an Early Childhood Education center.



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- Curriculum materials and activities appropriate for early childhood education.
- Current state licensing requirements, early childhood education professional ethics and mandated child abuse guidelines.

Skill/Ability to:

- Teach, supervise, and guide children.
- Organize and direct classroom and outside activities.
- Communicate effectively, both orally and in writing.
- Serve children and parents in a helpful, empathetic, and professional manner.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**EXPERIENCE AND TRAINING**

- One (1) year of experience working in a child care laboratory or equivalent setting.

**EDUCATION/LICENSE OR CERTIFICATE**

- Twenty four (24) units in early childhood education and sixteen (16) general education units.
- Possession of, or ability to obtain, current infant/child CPR and first aid certificates.
- Fingerprint clearance for all appropriate agencies including FBI, Department of Justice, and Child Abuse Index Services.
- Tuberculosis clearance form.

Adopted: 07/01/17