

Enterprise School District  
Job Description

Job Title:            Preschool Aide (Classified Position)  
Department:        Instructional Services  
Reports To:         Site Principal and Head Teacher  
Range:                A  
Prepared By:        Administrative Assistant, Personnel  
Prepared Date:     January 4, 2000  
Approved By:        Board of Education  
Approved Date:     January 12, 2000

#### SUMMARY

Under the supervision of the site principal, working closely with the Preschool Head Teacher, provides assistance to students in the Preschool Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Works with individuals and small groups of students on specific classroom activities. Supervises play and other physical activities. Works with parents helping them to learn to teach their youngsters. Maintains student records.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Applicable experience, education or training related to working with groups of children in a small group setting. One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to understand and follow oral and written instruction. Ability to speak effectively before groups of students, parents or employees of the District. Ability to perform simple clerical-work and maintain harmonious working relationships with teachers, other employees, students and parents.

#### MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Instructional Aide Proficiency Certificate; Early Childhood Education certificate preferred.

**PHYSICAL DEMANDS**


The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, walk, sit, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.


**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

  
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CSEA President

1-5-00  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Assistant Superintendent, Personnel

1-5-00  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Approval (Clerk)

2-2-00  
\_\_\_\_\_  
Date