

Enterprise Elementary School District  
Job Description

Job Title: Special Education Preschool Aide (Classified Position)  
Department: Instructional Services  
Reports To: Site Principal and Head Teacher  
Range: C  
Prepared By: Assistant Director of Human Resources  
Prepared Date: September 13, 2012  
Approved By: Board of Education  
Approved Date: October 3, 2012

#### SUMMARY

Under the supervision of the Site Principal, works closely with the Preschool Head Teacher, to help provide a well-organized, smoothly functioning preschool and playground environment for the students, provides assistance to students in the program; and participates in activities with assigned groups of children.

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

- Works with individuals and small groups of children on specific preschool activities
- Supervises play and other physical activities
- Helps maintain student records
- Assists teacher in taking anecdotal notes and other record keeping activities
- Provides assistance in areas of hygiene (diapering, toileting assistance, etc.) and nutrition
- Operates and assists students in the operation of a variety of instructional aids, computer assisted instruction equipment and software programs
- May administer medication in accordance with specific medical instruction
- Provides for the safety of the children as required, responds to a child's needs in a caring manner
- Assists the preschool teacher in preparing activities and lessons
- Assists the preschool teacher in duties relating to the supervision of playground, cafeteria, bus loading, field trips, etc.
- Assists in health checks and observations of the physical well-being of students.
- Assists with breakfast, snack and lunch time as assigned including paperwork
- Maintains a clean, safe, sanitary and orderly preschool environment
- Other duties may be assigned as related to the position

#### QUALIFICATIONS

In order 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

Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

## 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.

## DEGREES, CERTIFICATES, LICENSES, REGISTRATIONS

Must be No Child Left Behind Compliant (Paraprofessional Certificate,  $\geq 48$  semester units or  $\geq$  AA Degree) and have CPR/First Aid Certification, Early Childhood Education certificate preferred.

## PHYSICAL DEMANDS


A pre-placement physical examination is required. 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 talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; 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

9-20-12

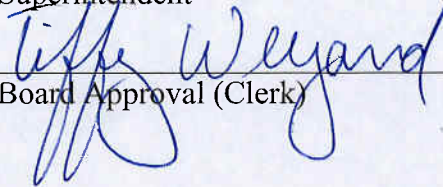
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Superintendent

10-3-12

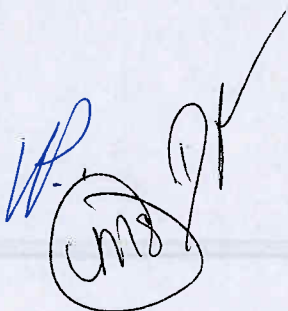
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Board Approval (Clerk)

10-3-12

\_\_\_\_\_ Date

  
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