



Leadership • Collaboration • Support

JOB TITLE: Preschool Teacher Assistant (Temporary Assignment)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under supervision, the Preschool Teacher Assistant will perform a variety of instructional and routine duties and do other related work as required. Positions in this class are established to assist the teachers in all areas of the Pre-Kindergarten Academy program. This a temporary position.

JOB REQUIREMENTS AND QUALIFICATIONS

Knowledge of:

- The general needs and behavior of young children.
- Preschool curriculum & assessments.

Ability to:

- Understand and follow oral and written directions.
- Work with individual, small, and large groups of children.
- Relate effectively with racially and ethnically diverse staff, children, and community members.
- Work effectively as a member of a team.
- Bilingual Spanish (preferred)
- High School Diploma or General Education Diploma (GED)
- Six (6) semester units of ECE (Early Childhood Education)
- Experience working with preschool age children.
- Must pass fingerprint clearance following an offer of employment.
- Submission of proof of Pertussis and Measles vaccines via immunization record or a

signed letter from a licensed physician documenting current immunity to Pertussis and Measles or a signed letter declaring that immunizations are unsafe due to physical condition or medical circumstance, as well as proof of negative infectious tuberculosis.

- Annual documentation of influenza vaccination or a written declaration declining the influenza vaccine.

ESSENTIAL DUTIES

- Assists in the instruction of children in the classroom using appropriate language and preschool practice.
- Supervises activities of children in the classroom or playground and assists teacher in maintaining active participation.
- Maintains a neat, clean, sanitary, and orderly facility to promote a safe and healthy environment for children and staff.
- Prepares teaching aids and work environment for instruction as directed.
- Sets up and arranges supplies and equipment on playground for student use.
- Conducts lessons according to instructions from a teacher.
- Observes safe work practices.
- Maintains confidentiality regarding children, parents, staff, and others.
- Follows written and oral direction.
- Performs other duties as required.

MARGINAL DUTIES

- Performs related duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive supervision from the Preschool Coordinator.

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (30%) Walking (20%) Sitting (50%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or Reaching Kneeling or
Pulling Loads (2) Overhead (2) Squatting (3)

Climbing Stairs (1) Climbing Ladders (1)