

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION

	Class Codes	Unit
EARLY EDUCATION CENTER AIDE I (Restricted)	4520	B
EARLY EDUCATION CENTER AIDE (CANTONESE LANGUAGE) (Restricted)	4522	B
EARLY EDUCATION CENTER AIDE (SPANISH LANGUAGE) (Restricted)	4521	B

DEFINITION

Assists a teacher or other certificated employee in an Early Education Center by assisting in preparing and conducting instructional activities, working with children, managing and redirecting behavior, and performs related manual and clerical tasks.

TYPICAL DUTIES

Assists a teacher in the supervision and implementation of developmental instructional activities for preschool and/or school-age children.
Assists in providing experiences to promote the physical, intellectual, emotional, social, and language development of children.
Organizes and implements small group activities according to a teacher's lesson plan.
Sets up indoor/outdoor instructional materials and equipment according to a teacher's lesson plans.
Monitors and enforces safety rules and appropriate standards of behavior.
Prepares instructional displays, and materials under the direction of a teacher.
Accompanies children on curricular trips.
Conducts daily health screening of children.
Attends to, as needed, to students' hygienic needs by diapering, changing soiled clothes, and supporting toilet training.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Early Education Center Aide I performs beginning level work of gradually increasing responsibility in assisting in meeting the developmental and educational needs of children. Employees in restricted classes are employed in accordance with Personnel Commission Rule 518. Incumbents of bilingual classes communicate in the designated non-English language in performing the same duties as an Early Education Center Aide I.

An Infant Care Aide assists a School Nurse or a teacher in attending to the needs of infants and young children and performs housekeeping and related duties.

SUPERVISION

Immediate supervision is received from a certificated employee, usually a teacher. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

- Safety rules, hygiene habits, and conditions which affect children
- Standards of courtesy and behavior expected of children
- Correct English grammatical usage
- Appropriate appearance and cleanliness
- Appropriate manner including good judgment and tact
- Universal Precautions provisions

Ability to:

- Speak English with fluency
- Read English aloud with ease and expression
- Write legibly
- Enforce safety rules and standards of behavior
- Practice Universal Precautions including the use of gloves, masks, protective eyewear when necessary
- Learn to operate audio-visual and instructional equipment
- Work effectively as a member of an instructional team
- Select developmentally appropriate materials

Special Physical Requirements:

- Set up and lift equipment weighing 10 to 15 pounds
- Safely lift preschool children

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, or proof of completion of 45 hours of work experience in an Early Education Center classroom as part of the District Career and Transition Center.

Special:

- 1.) Ability to speak a designated foreign language is required for those classes so designated. In addition, ability to read and write a designated foreign language may be required for some positions in such classes.
- 2.) The field of competition for restricted classes is limited to persons who meet the criteria under Education Code Section 45108 and Education Code Section 45259. At the time of recruitment, the specific criteria will be indicated.
- 3.) Appointment to positions in this classification is subject to fingerprinting, a review of conviction record, and a background investigation.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-21-2024
SD/MJM