

	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
EARLY EDUCATION CENTER AIDE I (Substitute and Relief)		

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.
- 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 Early Education Center Aide I (Substitute and Relief) performs the same duties, but is employed to substitute for an absent Early Education Center Aide I or serve as a temporary addition to the regular staff.

An Early Education Center Aide II assists teachers in the development and preparation of instructional materials and assists in assessing developmental levels.

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

Ability to:

Speak English with fluency
Read English aloud with ease and expression
Write legibly
Enforce safety rules and standards of behavior
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 current participation in a Careers with Young Children program conducted by a high school, community adult school, regional occupational center, or accredited college or university.

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 reside in a designated area (Education Code Section 45108). At the time of recruitment, the specific criteria will be indicated.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
07-21-10
PJO