



**CLASS TITLE: CROWN PRE-SCHOOL TEACHER'S
ASSISTANT
UNIT 2**

BASIC FUNCTION:

The Crown Pre-School Assistant performs paraprofessional instructional activities as directed by a certificated employee and under the supervision of the site administrator and Director of Pre-School and Child Care; performs clerical and supportive tasks for teachers to relieve an instructional staff member of routine office tasks related to the instructional assignment; provides intensified learning experiences for students in assigned areas; assists in classroom operations; instructs students individually and in small groups; and completes related work as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Manage and implement the daily instructional activities, including a written activity plan, in accordance with established guidelines, standards, and requirements.

Maintain student, school and family records and program documentation.

Maintain a safe and effective preschool environment.

Assist the Preschool Teacher to administer pre-and post-student assessments/observations & maintain documentation on student progress, health and nutrition.

Assist individual and small groups of children with classroom activities and assignments, including outdoor activities.

Assist the teacher in supervising preschool children engaged in academic work.

Assist teacher in preparing classroom for students.

Assist assigned teacher with the implementation of education plans.

Instruct and monitor children in the classroom and playground in the use and care of equipment and materials to prevent injuries, maintain safety, and avoid damage.

Prepare instructional materials for activities; operate a variety of classroom and office equipment such as copiers, paper cutters, computers and assigned software.

Assist students with personal hygiene, dressing, undressing and grooming as needed; assist students with eating; toilet students and change soiled clothing as needed.

Assure the health and safety of students by following health and safety practices and procedures; provide routine first aid as needed.

Oversee and participate in the preparation of food items as assigned; encourage healthy eating habits; prepare and serve lunch and snacks to students as assigned; set up before and clean up after food preparation and eating activities as required.

Clean tables, pick up trash and sweep floors as needed.



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Escort children to and from bus when applicable.

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.

Attend staff and parent meetings.

Participate in in-service training programs.

Participate in staff development research based quality program activities and enforce administration policies and procedures governing children carrying out CUSD vision, mission and educational standards.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods used in working with preschool children.

Regulations and guidelines affecting preschool programs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Safe practices in classroom and playground activities.

Excellent oral and written communication skills.

ABILITY TO:

Organize information.

Work with others in a variety of circumstances.

Problem solve and resolve issues.

Follow oral and written instructions.

Understand and apply rules and regulations.

Adapt to children's needs.

Establish and maintain effective, cooperative working relationships with others.

Work under limited supervision.

EDUCATION AND EXPERIENCE:

High school diploma and passage of NCLB paraprofessional Test as administered by the District or hold an AA Degree

Minimum of six (6) units early childhood education (ECE)

Child Development Permit through CA Teacher Credentialing



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LICENSES AND OTHER REQUIREMENTS:

Current CPR and First Aid card
Current California Driver's License
Pre-Placement Physical Exam; TB Clearance; Proof of measles, pertussis, and flu immunizations
Criminal Justice Fingerprint/Background Clearance
Bilingual (English/Spanish) skills are desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment
Outdoor environment

PHYSICAL DEMANDS:

Occasional lifting, carrying, pushing, and/or pulling.
Frequent bending, stooping, kneeling, crouching, and/or crawling for extended periods of time.
Significant fine finger dexterity.
30% sitting, 40% walking, and 30% standing.
Ability to lift up to fifty (50) pounds.
Hear and speak within normal ranges; see to monitor students.
Dexterity of hands and fingers to operate computer keyboard.