

Madera Unified School District Classified Job Description

Classroom Aide-Preschool (CAL SAFE program)

Purpose Statement

The job of Classroom Aide-Preschool CAL SAFE was established for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for implementing programs for the personal and emotional growth of students; assisting in the monitoring of behavior plans; and communicating observations to teachers, parents and administrators.

This job reports to Preschool Supervisor / Site Administrator.

Essential Functions

- Assists in monitoring behavior plans for the purpose of ensuring student compliance with established plans.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Establishes positive individual relationships for the purpose of building student confidence and self esteem.
- Implements under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains playroom for the purpose of creating a comfortable, supportive environment.
- Manages assigned projects and activities (e.g. reports, goals, etc.) for the purpose of meeting established timelines and objectives.
- Provides ongoing feedback for the purpose of informing supervisor and teachers of students' progress.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development; methods of motivating and controlling children; and awareness of codes, regulations and laws related to counseling students.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the job include: providing direction and leadership; communicating with persons of varied backgrounds; maintaining confidentiality; and adapting to changing priorities.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience One year of work experience in a school or youth organization; or one year of experience in working with pre-school aged children.

Education High School diploma or equivalent

Minimum of six units in the field of Child Development/Early Childhood Education and three of the 6 units must be in infant toddler.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid CDL

Continuing Educ./Training

Clearance

DOJ/FBI Background Clearance
TB Clearance
Immunizations(Influenza vaccine,
Pertussis, Measles)
Physical Demands (B)

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 9