

SCHOOL READINESS ASSISTANT

DEFINITION

Under the supervision of the School Readiness Specialist and assisting the School Readiness Leader, to implement a School Readiness and Resource Center and its programs for children, birth through five years. To assist in planning, organizing and conducting specific preschool programs and activities; to provide a safe and culturally-sensitive environment conducive to the growth and well being of young children enrolled in the School Readiness Preschool programs; and to do related work as required.

EXAMPLES OF DUTIES

Assist in providing a learning environment that promotes early literacy and math skills, as well as self-esteem and self-confidence for each child; assist in the education of parents on the developmental needs of children to ensure success in school; assist in implementation of activities within the developmentally appropriate early childhood curriculum; follow-up teacher instruction with supporting activities; may assist in pre-school developmental evaluation; and assist in preparing materials for projects for students and parent participants as needed. Oversee and supervise the children during classroom activities, outdoor play and parent participation activities. Participate in staff meetings, workshops, training meetings, parent meetings and functions as assigned. Assist in maintaining classroom and equipment in an attractive, clean and orderly condition including room arrangement, bulletin boards, and classroom supplies; and participate in the physical setup and breakdown of program activities. Assist parents in the completion of registration forms and monitor children's daily sign-in and sign-out log. Ensure a safe, nurturing, clean environment for all children. Follow all School Readiness Program policies and procedures; enforce District policies, procedures and regulations.

QUALIFICATIONS

Knowledge of

Child development principles for children, birth through five; regulations and policies governing the School Readiness and Resource Center Project. Health and first aid techniques.

Ability to

Assist in planning, coordinating and conducting school readiness preschool programs and assist in the supervision of the School Readiness and Resource Center site; effectively communicate with supervisors, children, and parents; understand and follow oral and written directions; establish and maintain cooperative working relationships; work effectively with individual and groups of children and parent participants. Apply sound judgment, discretion and sensitivity in working with program participants and their families.

Experience

One year progressively responsible child care, day camp or related work experience in a program for young children.

Education

Equivalent to the completion of the twelfth grade. The equivalent of six units of early childhood education or related education or 300 hours of documented training.

Physical Performance Requirements

Standing or walking most of the time. Light lifting frequently involved including, but not limited to, lifting, pushing and/or pulling objects, normally not exceeding 30 pounds. Mobility to stand, stoop and bend the body; mobility to reach and carry; dexterity of hands to grasp and manipulate small objects; hearing and speaking to exchange information; and vision to safely monitor children.

Certificates

Possession of a current Pediatric First Aid and Pediatric CPR certificate preferred.

Licenses

Possession of a valid California Driver's License.

Board Approved: June 24, 2003, effective July 1, 2003

Revised: August 4, 2022