



PITTSBURG UNIFIED SCHOOL DISTRICT

POSITION TITLE	HEAD START PRESCHOOL AIDE	REPORTS TO	SUPERVISOR, EARLY EDUCATION
DEPARTMENT	EARLY CHILDHOOD EDUCATION	CLASSIFICATION	CLASSIFIED (CSEA)
WORK YEAR	181 WORKDAYS	FLSA:	NON-EXEMPT
RANGE	CLA2	BOARD ADOPTION	July 22, 2026

DEFINITION/PRIMARY PURPOSE:

Under the supervision of the Supervisor, Early Education, the Head Start Preschool Aide performs paraprofessional instructional activities as directed by a teacher in the Head Start/Preschool Programs; and to perform duties related to the care and instruction of students of preschool age. Duties include a much greater emphasis on the personal, nutritional and hygienic needs of small children, as well as a greater amount of cleaning duties.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are distinguished from the regular Preschool Classroom Aides by the requirement of either a Child Development Associate Teacher Permit, or 12 units in Early Childhood Education/Child Development, or willingness to enroll in classes to obtain the required units.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists instructional personnel with the development and presentation of learning activities and instructional exercises for preschool age children
- Reads to children and supervises them in play activities, including arts and crafts projects
- Assists in the serving of breakfast, lunch and/or snacks to children, demonstrating and reinforcing good eating habits
- Assists children in personal hygiene needs, including washing of face and hands, and proper use of toilet facilities
- Supervises children in the classroom, on the playground, in the halls and while arriving or leaving school, and during nap time
- Performs clerical duties such as taking and recording daily attendance and daily lunch count
- Performs cleaning duties, including room cleanup, vacuuming, washing of instructional materials and classroom equipment, laundering and changing sheets
- Duplicates instructional materials, prepares bulletin board and other classroom displays
- May operate audio-visual equipment
- May use bilingual abilities in communicating with children and/or parents
- Attends additional training provided by the Head Start Program

- Performs all other related duties as assigned

QUALIFICATIONS

Knowledge Of:

- General concepts of child growth and development and child behavior characteristics
- Techniques used in controlling and motivating students
- Routine recordkeeping
- Basic first aid principles

Ability To:

- Assume responsibility for supervising students
- Demonstrate the ability of working effectively with children
- Communicate satisfactorily in oral and written form
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with students, staff, parents and the general public.

Education & Experience:

Must meet one of the following:

- Child Development Associate Teacher Permit (or higher), *OR*
- 12 units in Early Childhood Education/Child Development *OR*
- Willing to enroll in classes to obtain the 12 ECE/CD units.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.

COMMENTS AND OTHER INFORMATION

Please take note that per Government Codes 3100-3103, all public employees, including PUSD employees, are disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law. All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by the Government Code. In case of an emergency or disaster, public employees are required by law to respond to the disaster when so assigned.