

Job Title: CHILD DEVELOPMENT PARA EDUCATOR

Definition:

Under the direction of the Director, Early Childhood Education Services, and/or a certificated person assigned by the Director, this employee will assist a Child Development Permit Teacher and/or a Child Development Permit Associate Teacher in the development and instruction of children in a preschool class for three (3) to five (5) year old children.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assist the CD teacher and/or CD associate teacher in the preschool classroom, as required
2. Assist the CD teacher and/or CD associate teacher in preparation and implementation of developmentally appropriate classroom activities
3. May assist in daily progress notes, maintenance of files and reports
4. Maintenance of room environment and equipment including cleaning of toys and furniture as necessary
5. Participation in preschool in-service and committee activities as directed
6. May be required to perform duties at different preschool sites
7. Attend classroom staff meetings
8. Follow all Head Start performance standards, State Preschool funding terms and conditions, and Title 22 licensing requirements (as applicable)
9. Perform other related duties as assigned

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Normal child development and developmentally appropriate practices
- Basic understanding of special needs children
- Early Childhood Education rules and regulations is desirable
- English usage, spelling, grammar & punctuation
- Take initiative and work independently as well as follow directives from supervisors
- Use tact, understanding, patience and courtesy when dealing with children and adults

Skill and Ability to:

- Understand and follow oral & written directions
- Complete required forms and produce written reports
- Maintain accurate record keeping
- Effective use of office skills, email, Word, Excel, office machines
- Communicate effectively in the English language both orally and in writing
- Communicate effectively with children and parents
- Provide own transportation to different preschool sites (Must have valid California driver's license)
- Maintain regular attendance at work

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- Dress and groom him/herself in a neat, clean and appropriate manner for the assignment and work setting
- Maintain accurate records in time keeping system and use sub finder when necessary
- Maintain professional confidentiality
- Work in a positive, cooperative mode with fellow workers, supervisors, and departments

Training and Experience:

- High school diploma or equivalent
- Minimum of six (6) college units successfully completed ('C' grade or better) in the area of Child Development (focusing on children age birth – 9 years old)
- Six months experience in working with children in an educational setting

Desirable Qualifications:

- First Aid/CPR Certificate
- Bilingual
- Experience in Early Intervention Program
- Willingness to attend professional development to gain knowledge and skills in Early Childhood Education

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print, and allows accurate observation from a distance
- Require the mobility to stand, run, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is in an infrequent aspect of the job
- Is subject to inside and outside environmental conditions
- Will be required to complete and pass a health screening
- Will be required to have Life Scan fingerprinting completed and cleared prior to beginning work

Range: 19

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Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally(1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting	X		
Standing			X
Walking			X
Bending (neck)	X		
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back & neck)			X
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground	X		

		Lifting			Carrying	
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve		X	
Make Decisions		X	
Supervise			X
Interpret Data	X		
Organize	X		
Write	X		
Plan	X		
Multi-Task		X	

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently(3 – 6 HPD)
Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		
Radio	X		