



# **PITTSBURG UNIFIED SCHOOL DISTRICT**

## **CHILDREN CENTER/PRESCHOOL AIDE**

### **CLASSIFICATION SPECIFICATION**

#### **DEFINITION:**

Under supervision, to perform paraprofessional instructional activities as directed by a teacher in the Children's Center/Preschool Programs; and to perform all other related duties as assigned. Positions assigned to this classification are distinguished from regular Classroom Aides by the assignment of 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.

#### **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 youngsters in the classroom on the playground, in the halls and while arriving or leaving school
- 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
- Performs all other related duties as assigned

#### **MINIMUM REQUIREMENTS:**

##### **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

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## **MINIMUM REQUIREMENTS:** (cont.)

### **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.

### **Physical:**

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

Must take and pass District Aide Examination.