JOB SUMMARY:
Assists a teacher of young children with daily educational and recreational activities. Works in a preschool, day care center or other child development facility.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

--- --- Assists with daily educational and recreational activities. Sets up materials for individual or group instruction.
--- --- Supervises a small group of children when the teacher is away from the room.
--- --- Attends staff meetings and in-service workshops.
--- --- Visits homes of children if affiliated with the Head Start Project.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No  [ ] Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Related Undergraduate Study

Minimum Experience:
6 - 12 Months

Minimum Field of Expertise:
12 or more units of Early Childhood Education plus 6 months of field study or directly related job experience

Skills: Other:
Assessment/evaluation
Communication -- written and oral skills
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Scheduling
Teaching/Training

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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