

# **CONEJO RECREATION AND PARK DISTRICT**

## **Job Title: Preschool Aide**

### **Division: Recreation & Community Services**

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#### **Summary:**

With supervision, assists lead preschool teacher with instructing preschool-aged children in a preschool setting.

#### **Essential Duties and Responsibilities:**

- Under direction of the lead teacher, assist with planning and instructing individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
- Assist in providing a positive, caring and learning environment.
- Assist in communicating with children in a positive manner to make corrections or enforce behavior.
- Assist in communicating with parents.
- Work well with 3-5 year-olds.
- Under the direction of the lead teacher, assist with providing age appropriate activities.
- Assist in maintaining and organizing classroom supplies and equipment.
- Communicate with supervisors.
- Assisting lead teacher in assuring the standards that have been set are met and the program continues to progress in the direction needed.
- Assist in cleaning, set-up and break-down of classroom.
- Assist in supervision of volunteers in preschool.

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

##### **Language Ability:**

Ability to read and interpret documents such as safety rules, early childhood educational material, CRPD memorandums.

##### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving children and/or parents.

**Skills:**

Ability to instruct children in activities designed to promote social, physical and intellectual growth needed for primary school. Ability to establish effective relationships with parents and children. Ability to take direction from lead teacher.

**Knowledge:**

Knowledge of how a preschool day should be is necessary with experience in a classroom environment is also highly preferred. Knowledge of early childhood education and age appropriate activities.

**Certificates and Licenses:**

Must possess experience working in a preschool and must possess experience working in a preschool and/or enrolled in school working towards early childhood units

**Supervisory Responsibilities:**

Assists in supervision of volunteers in preschool.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is occasionally exposed to outdoor weather conditions and moving mechanical parts. The noise level in the environment is moderate to loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee regularly required using hands to finger, handle, or feel; reach with hands and arms; stop, kneel, crouch, or crawl. The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb or stand and walk. The employee is frequently required to lift up to 10 pounds and occasionally required to lift up to 50 pounds. The vision requirements include ability to adjust focus; peripheral and distance vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Preschool Aide  
10/7/15

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*