

North County Joint Union School District  
500 Spring Grove Road  
Hollister, CA 95023

**CLASSIFIED POSITION**

**JOB TITLE:** Pre K Teacher Assistant

**SALARY RANGE:** 15

**Description of Basic Functions and Responsibilities**

Under general supervision of the Pre K Teacher, assist in carrying out day-to-day activities in the preschool which may include monitoring activities, enforcing class behavior rules, assisting with projects, supervising bathroom breaks, preparing supplies, ensuring safety of the preschool students and performing other related activities as needed.

**Directly Responsible To:** Pre-K Teacher

**Examples of Duties**

1. Assists in planning, preparing and implementing activities
2. Assists students during classroom activities
3. Assists in supervision of students on playground
4. Assists in all aspects of children's personal needs
5. Assists in decorating and keeping classroom in order
6. Assists in setting up and clearing away all activities and equipment
7. Assists in keeping equipment and facilities clean and well maintained
8. Assists in preparing daily, weekly and monthly schedule of activities
9. Responsible for retrieving and service morning snack
10. Assist in maintaining records as required
11. Assists in preparing for Parent/Teacher conferences
12. Assists in implementing disciplinary policies
13. Assists in ensuring students are supervised at all times
14. Assists in providing a safe and secure environment for children
15. Attends staff meetings as required
16. Attends trainings as requested
17. Attends all field trips
18. Is familiar with emergency and safety procedures
19. Performs routine clerical tasks such as computer operations, filing, photocopying, laminating and phone calls as requested
20. Performs other related duties as required

**Required Qualifications:**

1. Basic knowledge of child growth and developmental behavior characteristics
2. Ability to communicate effectively, both orally and in writing, with parents and staff
3. Behavior management and motivation strategies and techniques
4. Basic subjects including math, grammar, spelling, and reading
5. Basic office procedures, methods and computer equipment
6. Routine record keeping techniques
7. Basic organizational skills
8. Basic instructional methods and procedures

**Training, Experience and Educational Requirements:**

1. High School Diploma or equivalent (Mandatory)
2. Twelve (12) Early Childhood Education (E.C.E.) units  
E.C.E. units are mandatory. District will consider applicant enrolled in E.C.E. classes. Applicant must complete classes within District designated time frame.
3. Experience with preschool children in a group setting
4. Two years of study at a college or university(48 units); or associate's degree (Preferred)
5. Ability to work with individuals of diverse educational, socioeconomic and cultural backgrounds and those with disabilities and special needs
6. Bilingual ability (English & Spanish) is desirable
7. Current First Aid/CPR Certificate
8. Possession of a valid California Driver's License
9. Must participate in online safety program

**Physical Effort/Work Environment:**

Physical Demands of Position

- The following essential physical requirements:
1. Seldom
  2. Occasional
  3. Often
  4. Frequent

1. Ability to stand or sit for prolonged periods of time (4)
2. Ability to sit in chairs and or floor and leaning over desks for prolonged periods of time (4)

3. Ability to walk, twist, stoop, crouch, kneel, bend over, grasp, reach overhead, push and pull (4)
4. Ability to hear and understand speech at normal levels (4)
5. Ability to read (4)
6. Ability to communicate so others will be able to clearly understand normal conversation (4)
7. Ability to grasp and manipulate small objects (3)
8. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard (2)

**Work Environment:**

1. Inside and outside
2. School environment
3. Maintain emotional control under stress
4. Ability to deal with both adults and students
5. Busy and occasionally noisy environment with interruptions

**Work hazards:**

1. Subject to exposure to communicable or infectious diseases

**Daily Service:** To be determined as needed