



Irvine Unified School District

PROGRAM ASSISTANT: EARLY CHILDHOOD

DEFINITION

Under the general supervision of the Coordinator of Early Childhood/Child Development Programs, will assist in the development of a comprehensive child development program operated by the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the development, implementation and evaluation of the child development and education program.
- Plan and coordinate classroom related activities, events, volunteers and internship opportunities.
- Consult and collaborate with families, team members and outside agencies to provide case-management and service support to children with identified service needs.
- Provide curriculum and technical support to teaching staff.
- Develop positive working relationships and ongoing communication to support collaborative efforts among staff and on-site programs.
- Assist with the selection and orientation of new staff; staff assignments and scheduling.
- Assure compliance with grant funding terms and conditions, performance standards, licensing regulations, and district policies and procedures.
- Approve and monitor staff absences. Provide substitutes and assume class instruction responsibilities, as needed.
- Coordinate the purchasing of instructional materials and other necessary supplies for the classroom and related activities.
- Collaborate with team members in ongoing program planning, the annual self assessment process and continuous program improvement efforts.
- Assist in the planning and implementation of staff development activities
- Prepare program reports, newsletters, flyers, notices and other written communications according to established timelines.
- Participate in professional activities, conferences and research to keep abreast of trends and practices in early childhood education.
- Assume on-site supervisory responsibility in absence of Coordinator as needed.
- Perform additional assignments and duties as assigned.

QUALIFICATION GUIDE

Knowledge of:

- Oral and written proficiency in English usage, spelling, grammar, punctuation and composition.
- Current technology, software applications, office methods, equipment and procedures.
- State and federal grant regulations for Early Childhood Education programs.

ABILITY TO:

- Understand, carry-out and give oral and written instructions.
- Proficiently operate a computer for word processing. Ability to create/use spreadsheets and databases also desirable.
- Perform a variety of complex tasks involving independent judgment and speed.

- Direct and coach other classified employees.
- Independently compose correspondence, notices, reports and newsletters.
- Communicate effectively with staff, parents, school sites, community members, governmental agencies.
- Read, interpret, and apply complex rules, regulations.
- Solve problems in emergency and non-emergency situations.

TRAINING AND EXPERIENCE

- Bachelor's degree (in related field)
- State of California Child Development Site Supervisor Permit. (approved waiver for SDE funded programs is acceptable)
- Current First Aid/CPR Certification or willingness to obtain.
- Experience in an Early Childhood Education program in a teaching or management position.
- Knowledge of state and federal Early Childhood Education program regulations is desirable.
- Demonstrated interpersonal skills relating to people from diverse backgrounds.
- Understand the needs of high-risk families.

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

While performing the duties of this job, the employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to work in the classroom setting or outdoor playground environment. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work in outside weather conditions.

The noise level in the work environment is usually moderate.

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