

## **EARLY CHILDHOOD PROGRAM ASSISTANT**

### **DEFINITION**

Under the general supervision of the principal, performs a variety of diversified clerical duties in support of the Early Childhood/Child Development Programs; serves as a liaison between administrator and public; greets and assists students, parents, staff and visitors; prepares, updates and maintains a variety of records and reports related to assigned programs and activities; maintains documentation to support the school's Food Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs various enrollment duties including meeting with families, conducting tours, processing paperwork and verifying enrollment information for subsidized preschool program.
- Maintain and provide documentation to supervisor for compliance with State and licensing regulations and requirements related to assigned food program.
- Collaborates with food vendor regarding amounts, menu, supplies and food allergy issues.
- Prepares and maintains regular food program reports as assigned.
- Screen, interview, select, process paperwork, coordinate and monitor schedules for interns and volunteers.
- Updates and maintains program website.
- Provide committee leadership and organization to plan school-wide activities and events.
- Consult and coordinate with on-site Nurses and Parent Coordinator to promote community resources available to families.
- Consults and collaborates with families, team members and outside agencies to provide case-management and service support to children with identified service needs.
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- Develop positive working relationships and ongoing communication to support collaborative efforts among staff and on-site programs.
- Prepare program reports, newsletters, flyers, notices and other written communications according to established timelines.
- Assume class instruction responsibilities as needed in absence of Early Childhood Preschool Teacher or Instructional Assistant-Preschool.

### **QUALIFICATION GUIDE**

#### **Knowledge of:**

- State and federal grant regulations for Early Childhood Education programs.
- Licensing requirements for preschool programs.
- Applicable state/federal laws regarding child nutrition programs.
- Teaching preschool experience
- Best practices for a preschool classroom and working with special populations
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Methods of collecting and organizing data and information.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Perform specialized and complex clerical support duties involving independent judgment and action within an assigned office.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Maintain records and prepare reports.
- Type or input data at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Compose correspondence and written materials independently or from oral instructions.
- Complete work with many interruptions.
- Meet schedules and timelines.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: bachelor's degree in Early Education or a related field and three years of experience in an Early Childhood Education program in a teaching or management position. Experience working with people from diverse backgrounds. Understanding of the needs of high-risk families. Knowledge of state and federal Early Childhood Education program regulations is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

- Current First Aid/CPR Certification or willingness to obtain.
- State of California Child Development Site Supervisor Permit. (approved waiver for SDE funded programs is acceptable)

**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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing or pulling objects up to 50 pounds.
- Reaching overhead and above shoulders to retrieve supplies.

**WORK ENVIRONMENT:**

Indoor/office environment. Classroom setting and outdoor environment. Constant interruptions. The employee frequently is required to work in the classroom setting or outdoor playground 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.

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