

CLASS TITLE: EARLY CHILDHOOD ATTENDANT

DEFINITION: Under the direction of an on-site instructor and under the general supervision and evaluation by the site/program administrator, provides care for preschool and/or school age children to assist with Early Childhood Education; on parents who are performing volunteer services; attends school-related meetings or parent education activities; The incumbent may work variable hours depending on the scheduling of parent involvement functions; and performs other related duties as required. Some positions have a shorter work year, varying schedules, and split shifts.

EXAMPLE OF DUTIES:

- Sets up play areas for children with crafts and toys
- Leads play activities and supervises children at play; ~~reads stories, sings songs, play records; listen to and talks with children~~
- Reads stories
- Sings songs
- Plays music
- Listens to and talks Communicates with children
- Maintains a clean and safe environment
- May supervise rest and nap periods
- Serves/assists with snack and cleans up
- Maintains appropriate records of children receiving care

DESIRABLE QUALIFICATIONS:

Training and Experience: Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed ~~above. below,~~ as well as the desire to work with children. An example of an acceptable combination is: completion of formal and informal education sufficient to assure the ability to read and write and at the level required for satisfactory job performance and recent successful experience working with groups of children from infancy to age eight.

Knowledge of: ~~and Skills:~~

- Knowledge in Working with Preschool children and working with in groups
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skills in:

- Establishing and maintaining cooperative working relationships with parents, teachers, children and others contacted in the course of work

Ability to:

- Understand the needs of young children ~~and a sincere liking for children~~
- Communicate comfortably with parents and young children ~~and to serve as a language model for the children~~
- Carry out oral and written instructions

Certificates and Other Requirements:

Meet applicable State and Federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen), Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings and surrounding school environment or other District-designated environment working with students in a diversified campus environment; subject to diverse weather conditions. Some positions may include working in programs at more than one location and travel between sites.

Physical Abilities Requirements:

Sitting or standing for extended periods of time; sitting on floor; ability to lift up to 25 lbs.; ability to bend, kneel, reach for and carry children.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 332

MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 6/79

Board Revision: