

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4480

EARLY CHILDHOOD PROGRAM AIDE I

Abolished Effective June 1, 2005

CLASS SERIES CONCEPT

Provide child care and education techniques to children in early childhood programs at higher education institutions, and provide information as needed to parents on child care techniques.

BASIC FUNCTION

Guide educational activities of children in early childhood programs at higher education institutions. Perform classroom work such as preparing materials and recording enrollment. Monitor activities such as nap times, free time, snacks and lunches; use standard educational equipment incidental to assigned procedures.

DISTINGUISHING CHARACTERISTICS

Under direct supervision, organize materials used by children for their projects or activities, and set an example for children to follow in the areas of accepting responsibility and proper social interaction. Duties are performed following clearly defined work procedures and priorities.

TYPICAL WORK

Prepare materials and needed equipment under the direction of teacher, program manager, Early Childhood Program Manager, Early Childhood Program Specialist or Early Childhood Program Aide II; store and maintain educational equipment and materials;

Keep enrollment records;

Monitor nap times, free time, field trips, and transitions between activities;

Assist in serving and cleaning up after snacks and lunches and assist in child guidance;

Assist in ensuring that children are involved in activities suited to their immediate emotional, social, intellectual and physical needs; provide ample activity options to children;

Assist children in taking responsibility for equipment and materials they use and in being considerate of others;

Provide and maintain focus to children's activities;

Assist with the preparation, presentation and clean up of projects and activities such as art projects, stories, songs, outdoor activities and bulletin boards;

Model appropriate behavior; use developmentally appropriate communication skills;

Maintain equipment;

Assist with the maintenance of a healthy and safe environment;

May prepare snacks and/or lunches;

May operate motor vehicles to transport children, aides, parents, teachers or program manager;

Perform related duties as required.

MINIMUM QUALIFICATIONS

None.

New Class: 5-17-73

Revise Title: 10-16-75

Revise Class: 8-5-88