

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4481

EARLY CHILDHOOD PROGRAM AIDE II

Abolished Effective June 1, 2005

BASIC FUNCTION

Perform and take responsibility for assigned teaching and child care duties in early childhood program and for completion of attendant clerical procedures.

DISTINGUISHING CHARACTERISTICS

Under general supervision, direct educational activities of children and provide child development information to parents as necessary.

TYPICAL WORK

Direct children in educational activities as well as during lunch, nap time, free time, field trips, transitions between activities and playground periods;

Prepare materials for presentation to children under the direction of a teacher, program manager, Early Childhood Program Specialist or Early Childhood Program Manager;

Assist teacher, program manager, Early Childhood Program Specialist or Early Childhood Program Manager in assessing the progress of each child;

Receive visitors and telephone inquiries; explain procedures and program routine;

Receive materials, supplies and clothing brought to the early childhood program;

Be familiar with all the educational equipment used in the program and its use;

Administer prescribed medication and first aid; handle medical emergencies as they arise;

May present basic developmental materials to children and encourage individual work and development;

May guide children for specified periods when the teacher, a program manager, Early Childhood Program Manager or the Early Childhood Program Specialist are absent;

Perform duties of Early Childhood Program Aide I;

Perform related duties as required.

MINIMUM QUALIFICATIONS

One year of experience in an early childhood program, AND thirty quarter credit hours in early childhood development/education/special education OR equivalent education/experience.

New Class: 5-17-73

Revise Title: 10-16-75

Revise Class/Title: 8-5-88