

## Educational Assistant - Preschool CEP

### **Purpose Statement**

The job of Educational Assistant - Preschool CEP is done for the purpose/s of working with individual and/or small groups of preschool children under the supervision of a teacher in the supervision and instruction of students in a variety of activities; and providing clerical support to teacher/s and staff.

### **Other Functions**

- Administers first aid and medical assistance for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assists the teacher with age appropriate activities by working with individual or small groups of students (e.g. games, art, music, science, language, nutrition assessments, motor perception, checking homework, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for student's needs.
- Assists children, individually or in small groups, with lesson assignments (e.g. reading stories, motor perception programs, colors, numbers, etc.) for the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential.
- Maintains classroom equipment, work area, students files/records (e.g. adapting instructional materials, daily tracking of students progress, etc.) for the purpose of ensuring a safe learning environment, availability of items, and/or providing reliable information.
- Monitors individual and/or groups of preschool children in a variety of settings (e.g. classroom, playground, lunch, rest periods, restrooms, etc. as assigned, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes indoor/outdoor, quiet/active play activities appropriate to age group (as assigned) for the purpose of actively participating in learning activities with children.
- Performs record keeping and clerical functions (e.g. MIPS forms, copying, correcting papers, taking attendance, phone calls, etc.) for the purpose of supporting the teacher and/or in providing necessary records/materials.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Promotes good social habits for the purpose of improving the quality of students outcome and encouraging student development.
- Serves breakfast, lunch and/or snacks for the purpose of meeting children nutritional needs.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office and instructional equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and

punctuation; stages of child development and learning styles; age appropriate activities ; and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience is desired.
- Education:** High school diploma or equivalent.
- Equivalency:** .

**Required Testing:**

**Certificates and Licenses**

60 College Semester Hours  
OR Passing Score on the Para Professional Test

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Measles/Rubella Immunity/Vaccination  
Tuberculosis Clearance  
IVP Fingerprint Clearance Card Required

FLSA Status	Approval Date	Salary Grade
Non Exempt		6