

## PERSONNEL

### PRESCHOOL ASSISTANT TEACHER CLASSIFIED JOB DESCRIPTION Salary Schedule 5 Range 5.5

#### DEFINITION

Under the direction of the Preschool Teacher, the Kernville Union School District Assistant Teacher shall be responsible for assisting a classroom teacher in the general supervision and management of the preschool classes in accordance with the policies and philosophy of the school.

#### EXAMPLE OF DUTIES

1. Assist in planning and implementing preschool program
2. Implement a program in accordance with policies and philosophy of the school
3. Attend staff meetings
4. Assist with housekeeping responsibilities as needed
5. Participate in staff development
6. Develop community awareness and collaborations.
7. Participate/assist with agency and/or parent fundraising
8. Assist with evaluation procedures needed to assess student's developmental levels
9. Toilet training and diapering students
10. Additional duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Minimum of 6 Early Childhood Education units including core courses.
  2. At least 19 years of age
  3. In the process of becoming professionally prepared to be a teacher of young children
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|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent                |
| 2. Occasional = 25-50 percent    | 4. Very Frequent = 76 percent and above |

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|----------|---|
| <u>1</u> | a. Ability to sit for extended periods.   |
| <u>3</u> | b. Ability to stand for extended periods of time and ascend and descend steps.  |
| <u>4</u> | c. Ability to see for the purpose of reading laws and codes, rules and policies, and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels.  |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand a normal conversation.                                     |
| <u>4</u> | f. Ability to bend and twist, kneel and stoop.  |
| <u>2</u> | g. Ability to lift 50 lbs.  |
| <u>2</u> | h. Ability to carry 50 lbs.   |
| <u>4</u> | i. Ability to reach all directions.   |

Adopted: December 14, 1999

Revised: June 11, 2013

Revised: January 9, 2018

Revised: October 10, 2023