



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>EARLY CHILDHOOD EDUCATION ASSISTANT - BILINGUAL</u></b>			
<b>DEPARTMENT/SITE:</b> School Site	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit	
	<b>SALARY RANGE:</b>	13 per 2021/2022 Schedule	
	<b>WORK YEAR:</b>	10 Months (206 Days)	
<b>REPORTS TO:</b> Site Principal	<b>FLSA:</b>	Non-Exempt	

#### **BASIC FUNCTION:**

Under the direction of the site administrator, assist a certificated teacher in providing instruction to individual and small groups of early childhood education students in an assigned learning environment; reinforce instruction in academic, artistic, and physical skills; prepare, duplicate, and distribute instructional materials. Assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral communications; translate notes and other materials from staff to parents in primary language and from parents to teachers in English. The incumbents in this classification assist in providing students with instructional support in their primary language which directly supports student learning.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Early Childhood Education Assistant - Bilingual** classification is an entry-level classification and provides instructional support to students in early childhood education with limited- or non-English Speaking. The **Early Childhood Education Assistant** class provides instructional support to early childhood education students.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Translate notes and other materials from staff to parents in primary language and parents to teachers in English; interpret for teachers or non-English speaking parents on the telephone, in the classroom or at meetings as needed.

Assist students in completing classroom assignments and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance. Report progress regarding student performance and behavior to the teacher.

Operate a variety of classroom and office equipment including a computer, copier, laminator, and other equipment as assigned; drive a vehicle to various sites as assigned by the position.

Perform clerical duties in support of classroom activities; provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies, and materials; grade student tests and assignments; record grades.

Assist in preparing materials for art projects and other instructional activities; provide assistance to children and promote interest in activities and learning centers in their primary language.

Monitor and supervise students during school or classroom activities as directed and in playground areas and in the classroom; set up and put away toys and other play equipment; accompany students to and from school locations and on field trips; maintain the cleanliness of children, their clothes, and the facility as necessary; assist children in toileting and proper hygiene as appropriate.

Assist in observations for required preschool assessments; record appropriate data.

Assist with snacks and other meals as appropriate; clean serving area after meals.

Serve as a role model and encourage and support students; monitor student behavior and communicate with teacher and parents (including non-English speaking parents) regarding student activities.

Assure the health and safety of students by following established practices and procedures; maintain the learning environment in a safe, orderly, and clean manner.

Participate in meetings, conferences, and in-service training programs as assigned.

Administer first aid and CPR as required.

Perform related duties as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Correct oral and written usage, grammar, spelling, punctuation, and vocabulary of English and a designated second language.

Child guidance principles and practices.

Safe practices in classroom activities.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Basic record-keeping techniques.

#### **ABILITY TO:**

Read, write, translate and interpret English and a designated second language.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Observe health and safety regulations.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and some experience working with children in an organized setting and experience translating materials and interpreting in English and a designated

second language.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certificates in first aid and CPR.

Some positions in this classification may require a valid California driver's license. Some positions in this classification may require incumbents to maintain qualifications for automobile insurance coverage.

**WORKING CONDITIONS:****ENVIRONMENT:**

Classroom environment.

Outside, playground environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment and materials.

Standing and walking (often on uneven ground) for extended periods of time to monitor and assist students in the classroom and on the playground.

Regular lifting and/or moving of various items up to 35 pounds and occasionally lift and/or move various items up to 50 pounds.

Bending at the waist, kneeling, squatting, crawling, twisting, crouching, and reaching on a daily basis to perform various activities in a classroom and playground area.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

**CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: (G.B. 10/21/98; P.C. 10/23/98.) Previously

Bilingual Instructional Assistant; Reallocated (Ewing) 6/12

10/21 New Classification / Retitled (EH&A / MGT Consulting) / PC & GB: 09/2022