

- City of San José  
**CLASS SPECIFICATION**

**Title: Early Childhood Education Aide (PT) (6134)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks and Recreation	Early Education Instructor	Non-Exempt

**CLASS SUMMARY**

Under immediate supervision, performs work of limited difficulty in support of the city's recreation preschool and early childhood education programs. Assists higher-level staff in planning and supervision of preschool and early learning activities, performs general and clerical support for early education functions; and related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level in the Early Childhood Education class series. It differs from the next level of Early Childhood Education Instructor in that the Early Childhood Education Aide acts in a support capacity to other staff performing preschool and early education activities.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Possession of an Associate's degree or two years of college (60 semester units/90 quarter units) which includes at least six (6) units in early childhood education or child development coursework.

**Required Licensing (such as driver's license, certifications, etc.)**

- A valid First Aid certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within six (6) months of hire.
- A valid CPR certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within six (6) months of hire.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

- Computer Skills - Experienced with common business computer applications including but not limited to MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Multi-tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

### **Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

- Ability to work with and lead instructional activities for children, 5 years and younger.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Assists in planning, preparing, coordinating and leading developmentally and age-appropriate high-quality recreation preschool and early learning programs and activities. Provides a supportive, warm, creative, and educational individual and small group activities, such as reading, games, and crafts.	Daily/Several Times
2.	Assists in role-modeling, guiding, promoting, and reinforcing developmentally and age-appropriate standards of behavior; supervises children participating in early education activities; addresses challenging behavior and resolves conflicts between children; follows established recognition and discipline procedures.	Daily/Several Times
3.	Sets up for and assists with snack and meal periods; cleans, wipes, and sanitizes areas, as needed.	Daily
4.	Assists instructional staff and students with daily routines and activities such educational lessons, arts and crafts, story time, etc. that encourage children's their active participation, learning, and developing independence.	Daily
5.	Provides effective customer service to the public; provides information regarding services; answers questions regarding the program.	Daily
6.	Performs basic office support duties such as making copies, filing, using and computer applications; assists in preparing instructional materials and securing supplies.	Daily
7.	Reports suspected cases of child abuse in accordance with state-mandated reporting and City policy.	As Required

8.	Performs first aid and CPR and related reporting in accordance with department and city policies and procedures.	As Required
9.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

### **PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within indoor and outdoor work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements.
- Lift, carry, push, and pull materials and objects weighing on average 25 pounds, or heavier weights, in all cases with the use of proper equipment.
- Work in classroom and office which may include unpredictable working conditions including but not limited to exposure to moderate to loud noise levels.
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet; read printed materials and from computer screens.
- Communicate in person, over the telephone and in writing.
- Maintain professional demeanor during interactions with staff, students, parents, and the public.

**CLASSIFICATION HISTORY** *Created 06/22, s001*