



Pacific Elementary School

www.pacificesd.org
50 Ocean Street/P.O. Box H
Davenport, CA 95017
831-425-7002

PRESCHOOL AIDE JOB DESCRIPTION

Overview:

Pacific Elementary School in Davenport is hiring one or more Preschool Aides. Pacific Elementary School is a small but diverse school about 10 miles north of Santa Cruz, famous for our intimate educational setting and award-winning Life Lab garden and school lunch programs. We have a collegial and supportive work environment and provide training. For more information please see www.pacificesd.org.

Compensation Information:

Employees are paid at the schedule A pay line of the classified salary schedule available here: <https://www.pacificesd.org/financial-information.html>. Pay depends on years of similar work experience and Spanish Language fluency. Employees who are already a member of CalPERS, or who work in a regular position 20 hours per week or more, are enrolled in the CalPERS retirement system. Employees who regularly work 32 hours per week or more receive health, dental, and vision insurance benefits for the employee only.

Primary Function:

The primary function of the Preschool Aide is to help promote in each child the concepts and skills needed for the fullest cognitive and social development. The Preschool Aide works with the preschool teacher to provide an individualized, experiential program which emphasizes a variety of activities promoting school readiness, fine and large motor skills, and social and emotional skill development. Collectively, the preschool staff are responsible for providing an environment that is stimulating, safe, and enhances learning.

Major Duties and Responsibilities:

1. Assist the preschool teacher in implementing a high-quality, developmentally appropriate educational program, including:
 - a. Maintain a classroom that encourages development of positive self-image, interaction in the learning process, and cultural sensitivity and respect.
 - b. Supervise students in classroom and yard activities.
 - c. Prepare materials, activities, and lessons that are developmentally appropriate.

2. Maintain strong communication with families of students, including daily conversations with families about student progress and challenges as appropriate.
3. Participate in preschool and whole-school staff meetings, professional development, and trainings.
4. Assist the preschool teacher in ensuring that administrative, logistical, educational, and safety requirements for preschool licensure and grants are met, including:
 - a. Help maintain accurate and compliant attendance records.
 - b. Help prepare accurate and complete reports on students as required to meet expectations of granting agencies.
 - c. Help maintain a safe environment, compliant with current regulations and expectations.
 - d. Participate in and cooperate with all preschool inspections, reviews, self-evaluations, and audits, helping to make identified improvements as needed.
5. Work collaboratively and cooperatively with other preschool and school staff, including all other preschool staff, the preschool director, office staff, food services staff, volunteers, etc.
6. Follow all school policies regarding confidentiality of student information.
7. Maintain appropriate qualifications and requirements, including:
 - a. Proof of required immunizations, including annual flu shot
 - b. Proof of negative tuberculosis status
 - c. Current infant/child/adult CPR and First Aid training
 - d. Complete required safety trainings annually

Physical Demands and Environment:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. The demands for this job will vary dependent upon the type of work performed on a particular day. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Environment: exposure to sun, wind, and various weather conditions for the majority of each work shift.
- Vision, Hearing and Speaking: close and peripheral vision, ability to ascertain where a sound is coming from and hear in a noisy environment, ability to speak in a clear and loud voice to be heard in a noisy environment.
- Nearly Continuous: standing and walking, bending and stooping, torso rotation, grasping and handling.
- Frequent: reaching, squatting or crouching, sitting, transitioning from sitting to standing or standing to sitting.
- Occasional or Seldom: lifting and carrying up to 40 pounds, kneeling and crawling, climbing stairs, stepping up, down, or over barriers.
- Contagious diseases: continuous exposure to young children who are not masked in indoor and outdoor environments.