



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 76-2023/24  
DOCUMENT NO. 66-2023/24  
DATED: 03/20/24

**CLASSROOM AIDE PRESCHOOL – LEVEL II**

**DEPARTMENT/SITE:** School Site

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 19

**WORK CALENDAR:** 201 Days

**REPORTS TO:** Director of Early Childhood Education or Site Administrator

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Early Childhood Education or Site Administrator, the Classroom Aide Preschool – Level II, provides support to the instructional preschool program within an assigned classroom with specific responsibility for implementing programs for the personal and emotional growth of students; assisting in the monitoring of behavior plans; and communicating observations to teachers, parents, and administrators. The incumbents in this classification provide the students and teachers with instructional support in preschool classrooms, which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are the second level in the Classroom Aide Preschool series. The Classroom Aide Preschool – Level II works in a preschool classroom, providing support to a certificated teacher and possesses an Associate Teacher Permit issued by the State of California Commission on Teaching Credentialing or a Child Development Associate (CDA) credential issued by the Council of Early Childhood Professional Recognition. This class differs from the Infant and Toddler Care Provider class which assists with the care of infant to toddler-aged children.

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

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of 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.*

- Assists in monitoring behavior plans for the purpose of ensuring student compliance with established plans.
- Assists in maintaining a safe and sanitary classroom and outdoor environment in accordance with the Department of Social Services licensing regulations, including assisting with toileting.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Establishes positive individual relationships for the purpose of building student confidence and self-esteem.
- Implements under the supervision of assigned teacher, instructional programs, and lesson plans for the purpose of presenting and/or reinforcing learning concepts.

- Maintains playroom for the purpose of creating a comfortable, supportive environment and maintaining compliance with all Department of Social Services licensing and state regulations.
- Manages assigned projects and activities (e.g., reports, goals) for the purpose of meeting established timelines and objectives.
- Models appropriate behavior for students and parents.
- Provides ongoing feedback for the purpose of informing supervisor and teachers of students' progress.
- Supervising students to ensure their safety, both indoors and outdoors.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Stages of child development
- Methods of motivating and guiding children
- Basic math
- English usage, grammar, punctuation, and spelling

### **Skills and Abilities to:**

- Write routine documents, and speak clearly
- Schedule activities
- Flexibility is required to work with others
- Work with a diverse group of individuals
- Solve problem-solving
- Provide direction and leadership
- Maintain confidentiality
- Adapt to changing priorities

## **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures, providing information, and/or advising others. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent and 12 units in the field of Child Development/ Early Childhood Education including core courses of child/human growth and development; child/family/community or child and family relations; and program/curriculum.

### **EXPERIENCE REQUIRED:**

Six (6) months of work experience in working with pre-school-aged children or college lab hours. OR; Nine (9) months and three (3) hours per day within a Child Development Center-Based Program within the past two years is preferred.

### **LICENSE(S) REQUIRED:**

- Possession or the ability to obtain an Associate Teacher Permit issued by the State of California Commission on Teaching Credentialing within twelve months of his/her date of hire. Failure to do

so may result in termination

- OR; Child Development Associate (CDA) credential issued by the Council for Early Childhood Professional Recognition. Failure to do so may result in termination
- Possession of a valid California Identification

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam B through the District's provider at the District's expense
  - Complete and maintain Mandated Reporter AB 1207 Training – within the probationary period

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- This job is performed in a generally clean and healthy environment
- Requires sitting, walking, and standing
- Lifting, carrying, pushing, and/or pulling of light to moderate-weight objects
- Stooping, kneeling, crouching, and/or crawling
- Fine finger dexterity to handle objects and use a computer keyboard