

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

BILINGUAL SCHOOL READINESS AIDE

DEFINITION

To assist the School Readiness Site Facilitator in creating, organizing and directing a School Readiness to increase the readiness of children and families entering schools.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the School Readiness Program Site Facilitator.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Assist the child in making a satisfactory transition from home to school. Maintain appropriate learning environment. Maintain a healthy and motivating physical environment to stimulate learning experiences. Use instructional materials suitable for verbal and visual instruction of pupils with a wide range of mental, physical and emotional maturities. Provide appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills. Maintain standards of pupil behavior needed to achieve effective participation in all activities without interfering with the natural informal atmosphere of a child care program. Monitor social and academic growth of children and keep appropriate records. Communicate regularly with parents. Maintain an effective environment for learning through functional and attractive displays, exhibits of pupil's work and interest centers. Maintain professional competence through professional growth activities. Participate in curriculum and other developmental programs as required. Supervise pupils in out-of-classroom activities during the assigned work day. Perform other duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of general needs and behavior of children. Knowledge of interpersonal/group dynamics. Knowledge of basic human development principles. Ability to provide for the health, safety and psychological needs of children. Ability to supervise learning activities. Ability to provide guidance for children's routine activities. Ability to operate AV equipment. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing in English and in Spanish.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

High school diploma and at least 18 years of age. Must have or be working towards 15 units of ECE community college education. Six (6) months of early childhood education and training.

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SPECIAL REQUIREMENTS:

This position requires one of the following:

1. Possess an Associate of Arts (AA) degree or higher from an accredited institution of higher learning or,
2. Forty-eight (48) semester units or
3. Pass the district proficiency test in the area to which assigned.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____