# Berkeley Unified School District

1005 Parker Street
Berkeley CA 94710

## Personnel Commission

Heidi Goldstein, Chairperson | Soli Alpert, Vice-Chairperson | Isaiah Roter, Commissioner
Erin Arinez, Secretary

## Special Meeting Agenda

June 11th, 2025 –11:00 am

**1. Call to Order** — **Chairperson Goldstein**

**2. Roll Call & Establishment of Quorum** — **Chairperson Goldstein**

**3. Public Comments (15-minute limit)** — **Public**

This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission.

**4. Approval & Adoption of Agenda** — **Chairperson Goldstein**

**5. Conference Item** — **Chairperson Goldstein**

This item is open for discussion and does not require action.

a) Approve updated Classification – Instructional Assistant, Early Childhood Education (Attachment A)
b) Approve New Classification – Instructional Assistant, BEARS (Attachment B)
c) Approve New Classification – Instructional Assistant, Transitional Kindergarten (Attachment C)

**6. Public Comments (15-minute limit)** — **Public**

This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission.

**7. Next Meeting** — **Chairperson Goldstein**

Follow-up items for next Personnel Commission Meeting.

**8. Adjournment** — **Chairperson Goldstein**

Agendas and minutes of Personnel Commission meeting are available at the District's website, www.berkeleyschools.net. Also, in accordance with the Brown Act and Government Code § 54957.5 (b)(1), writings that are related to an agenda item for an open session of a regular meeting, that are public records not otherwise exempt from disclosure and that are distributed less than 72 hours prior to the meeting, shall be made available for public inspection at the time the writings are distributed to at least the majority of Commissioners. The public may request copies of the records at the District's Human Resources office at 2020 Bonar Street, Berkeley, CA 94702.

**PERSONNEL COMMISSION**
**BERKELEY UNIFIED SCHOOL DISTRICT**
**June 11, 2025**

**AGENDA ITEM 5a-c.**

**SUBJECT:** UPDATE EXISTING INSTRUCTIONAL ASSISTANT- ECE CLASSIFICATION, AND CREATE TWO NEW CLASSIFICATIONS: INSTRUCTIONAL ASSISTANT- BEARS, INSTRUCTIONAL ASSISTANT-TRANSITIONAL KINDERGARTEN

**BACKGROUND INFORMATION**
The District is requesting an update to an existing classification and the creation of two new classifications to better address the current needs of the Early Childhood Education and Expanded Learning programs.

Update to Existing Classification:

- **Instructional Assistant, Early Childhood Education (ECE)** – This position is being updated to include recently identified tasks impacting the program, including duties related to toileting. The proposed salary for both the Instructional Assistant, ECE, and Instructional Assistant, Transitional Kindergarten (TK) positions would be raised to Range 36 to align with the Instructional Assistant II, SPED positions due to the duties that require toileting. Employees in the Instructional Assistant, ECE classifications are already receiving a stipend for these toileting duties, as outlined in a signed Memorandum of Understanding (MOU) between the district and the union.

New Classifications:

1. **Instructional Assistant, BEARS** – A new classification to address specialized needs in the Expanded Learning program. The salary for this position will continue to be aligned with the general Instructional Assistant position and remain at Range 31.

2. **Instructional Assistant, Transitional Kindergarten (TK**) – A new classification to support the growing responsibilities in the Transitional Kindergarten program, including toileting duties. The salary for this position will also be raised to Range 36.

These job descriptions include recently identified tasks to address the current needs impacting these programs. All positions are represented by the Berkeley Council of Classified Employees and have been reviewed and approved by union leadership. These changes were approved by the Board on June 4, 2025.

**EXECUTIVE DIRECTOR'S RECOMMENDATION**

Approve the updated Instructional Assistant, ECE classification and salary placement recommendation on Salary Schedule 56, range 36.

Approve the Instructional Assistant, BEARS classification and salary placement recommendation on Salary Schedule 56, range 31.

Approve the Instructional Assistant, Transitional Kindergarten classification and salary placement recommendation on Salary Schedule 56, range 36.

| Range | Step 1 | Hourly | Step 2 | Hourly | Step 3 | Hourly | Step 4 | Hourly | Step 5 | Hourly |
|---|---|---|---|---|---|---|---|---|---|---|
| 31 | $ 3,454.99 | $ 21.18 | $ 3,629.53 | $ 22.25 | $ 3,815.49 | $ 23.39 | $ 4,004.72 | $ 24.55 | $ 4,208.63 | $ 25.80 |

| Range | Step 1 | Hourly | Step 2 | Hourly | Step 3 | Hourly | Step 4 | Hourly | Step 5 | Hourly |
|---|---|---|---|---|---|---|---|---|---|---|
| 36 | $ 3,903.58 | $ 23.93 | $ 4,104.23 | $ 25.16 | $ 4,314.66 | $ 26.45 | $ 4,533.24 | $ 27.79 | $ 4,761.62 | $29.19 |

Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

**BERKELEY UNIFIED SCHOOL DISTRICT**
**Human Resources Department**

**CLASSIFICATION AND POSITION DESCRIPTION**

| | | | |
|---|---|---|---|
| TITLE: | **Instructional Assistant, Early Childhood Education** | REPORTS TO: | **Assigned Supervisor** |
| DEPARTMENT/SCHOOL: | **As assigned** | CLASSIFICATION: | **Non-Administrative Classified Technical** |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | **Non-Exempt** | WORK YEAR: HOURS: | **10 & 12 months/Calendar 5002 & 2000 Hours as assigned** |
| APPROVED: Board Commission | **06/04/2025** | SALARY GRADE: | **Schedule: 56 Range: 36** |

**BASIC FUNCTION:**
Under the direction of a certificated administrator, assist certificated teacher(s) by providing tutorial support and early childhood education services to children enrolled in an assigned program; supervise children in educational settings.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

- Provide tutorial support and early childhood education services to children enrolled in an assigned program; tutor individual students in a variety of subject areas; and assist with implementing lesson plans as assigned by the position
- Collaborate with teacher in planning instructional activities; Support and deliver instruction under the guidance of the teacher(s);
- Assist with the development of lesson plans; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance
- Assist with maintaining various student records, files, logs, and reports related to student attendance, progress, and assigned activities;
- Assist with snack and lunch time as assigned; assist children with eating activities; assist students with washing hands and faces after play times and meals; as needed; accompany teachers who are assisting students with toileting/diapering as directed
- Provide classroom support to the teacher(s) by setting up work areas and displays, and distributing and collecting paper, supplies, and materials; assist in maintaining a safe, orderly, and sanitary classroom and play environment (e.g., set up activities and store play equipment; clean and disinfect tables, play equipment, and other classroom areas as assigned)
- Assist with active supervision of children in educational settings; accompany and assist with the supervision of students on field trips; use positive reinforcement strategies and other approved techniques to assist students in the development of appropriate behaviors
- Consult with the teacher and use protocols as needed to implement appropriate intervention strategies
- Administer basic first aid and CPR as required; assist teacher with emergency plans and drills (e.g., fire, earthquake, lockdown); follow emergency procedures and protocols as assigned
- Attend and participate in staff meetings and professional development as assigned

OTHER DUTIES:
Perform related duties as assigned

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**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Basic principles and practices of early child development
Child guidance principles and practices
Positive Behavior Intervention Strategies (PBIS) and Response to Intervention (RTI) strategies
Diverse academic, socioeconomic, cultural, and ethnic backgrounds of designated families
Basic instructional methods and techniques
Correct English usage, grammar, spelling, punctuation, and vocabulary
Operation of standard office equipment
Oral and written communication skills
Interpersonal skills using tact, compassion, patience, and courtesy
Basic record-keeping and report preparation techniques

ABILITY TO:
Provide tutorial, support, and early childhood education services to ensure preschool-age children enrolled in an assigned program are ready for kindergarten
Tutor individual and small groups of students in a variety of subject areas and implement lesson plans
Establish rapport with all students enrolled in the program
Learn, interpret, apply, and explain rules, regulations, policies, and procedures
Learn the policies and objectives of the assigned program and activities
Assist with planning and implementing a variety of educational activities
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Operate standard office equipment
Maintain records and prepare reports
Redirect student behavior to the best of your ability in accordance with district and program protocols and guidelines
Administer basic first aid and CPR as needed

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: graduation from high school supplemented by six (6) units of college- level coursework in early childhood education and one year of experience working with students or families in a social services or educational environment.

**LICENSES AND OTHER REQUIREMENTS:**
Valid first aid and CPR certificate preferred.

State Bill 792 (SB 792) requires employees at childcare facilities to be immunized against influenza, pertussis, and measles. Additionally, between August 1 and December 1 of each year, employees and volunteers must receive an influenza vaccine or submit an opt-out declaration

Some incumbents in this classification may be required to speak, read and write in a designated second language.

**WORKING CONDITIONS:**

ENVIRONMENT:
Indoor classroom work environment
Outdoor playground environment

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard and classroom equipment
Hearing and speaking to exchange information
Seeing to read a variety of materials and monitor students
Lifting, carrying, pushing, moving, and/or pulling up to 50 pounds with assistance

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Sitting or standing for extended periods of time
Bending at the waist, twisting, squatting, and/or kneeling, to assist students and perform various activities in the classroom and on the playground
Walking for extended distances periods of time to monitor and assist students in the classroom, on the playground, and while on field trips

HAZARDS:
Potential contact with blood and other bodily fluids
Exposure to blood borne pathogens and infectious diseases

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Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

# BERKELEY UNIFIED SCHOOL DISTRICT
## Human Resources Department

**CLASSIFICATION AND POSITION DESCRIPTION**

| | | | |
|---|---|---|---|
| TITLE: | **Instructional Assistant, Early Childhood Education** | REPORTS TO: | **Assigned Supervisor** |
| DEPARTMENT/SCHOOL: | **As assigned** | CLASSIFICATION: | **Non-Administrative Classified Technical** |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | **Non-Exempt** | WORK YEAR: HOURS: | **10 & 12 months/Calendar 5002 & 2000 Hours as assigned** |
| APPROVED: Board Commission | **06/04/2025** | SALARY GRADE: | **Schedule: 56 Range: 36** |

**BASIC FUNCTION:**
Under the direction of a certificated administrator, assist certificated teacher(s) by providing tutorial support and early childhood education services to children enrolled in an assigned program; supervise children in educational settings.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

- Provide tutorial support and early childhood education services to children enrolled in an assigned program; tutor individual students in a variety of subject areas; and assist with implementing lesson plans as assigned by the position
- Collaborate with teacher in planning instructional activities; Support-and deliver instruction under the guidance of the teacher(s);
- Assist with the development of lesson plans; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance
- Assist with maintaining various student records, files, logs, and reports related to student attendance, progress, and assigned activities;
- Assist with snack and lunch time as assigned; assist children with eating activities; assist students with washing hands and faces after play times and meals; as needed; accompany teachers who are assisting students with toileting/diapering as directed
- Provide classroom support to the teacher(s) by setting up work areas and displays, and distributing and collecting paper, supplies, and materials; assist in maintaining a safe, orderly, and sanitary classroom and play environment (e.g., set up activities and store play equipment; clean and disinfect tables, play equipment, and other classroom areas as assigned)
- Assist with active supervision of children in educational settings; accompany and assist with the supervision of students on field trips; use positive reinforcement strategies and other approved techniques to assist students in the development of appropriate behaviors
- Consult with the teacher and use protocols as needed to implement appropriate intervention strategies
- Administer basic first aid and CPR as required; assist teacher with emergency plans and drills (e.g., fire, earthquake, lockdown); follow emergency procedures and protocols as assigned
- Attend and participate in staff meetings and professional development as assigned

OTHER DUTIES:
Perform related duties as assigned

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**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Basic principles and practices of early child development
Child guidance principles and practices
Positive Behavior Intervention Strategies (PBIS) and Response to Intervention (RTI) strategies
Diverse academic, socioeconomic, cultural, and ethnic backgrounds of designated families
Basic instructional methods and techniques
Correct English usage, grammar, spelling, punctuation, and vocabulary
Operation of standard office equipment
Oral and written communication skills
Interpersonal skills using tact, compassion, patience, and courtesy
Basic record-keeping and report preparation techniques

ABILITY TO:
Provide tutorial, support, and early childhood education services to ensure preschool-age children enrolled in an assigned program are ready for kindergarten
Tutor individual and small groups of students in a variety of subject areas and implement lesson plans
Establish rapport with all students enrolled in the program
Learn, interpret, apply, and explain rules, regulations, policies, and procedures
Learn the policies and objectives of the assigned program and activities
Assist with planning and implementing a variety of educational activities
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Operate standard office equipment
Maintain records and prepare reports
Redirect student behavior to the best of your ability in accordance with district and program protocols and guidelines
Administer basic first aid and CPR as needed

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: graduation from high school supplemented by six (6) units of college- level coursework in early childhood education and one year of experience working with students or families in a social services or educational environment.

**LICENSES AND OTHER REQUIREMENTS:**
Valid first aid and CPR certificate preferred.

State Bill 792 (SB 792) requires employees at childcare facilities to be immunized against influenza, pertussis, and measles. Additionally, between August 1 and December 1 of each year, employees and volunteers must receive an influenza vaccine or submit an opt-out declaration

Some incumbents in this classification may be required to speak, read and write in a designated second language.

**WORKING CONDITIONS:**

ENVIRONMENT:
Indoor classroom work environment
Outdoor playground environment

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard and classroom equipment
Hearing and speaking to exchange information
Seeing to read a variety of materials and monitor students
Lifting, carrying, pushing, moving, and/or pulling up to 50 pounds with assistance

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Sitting or standing for extended periods of time
Bending at the waist, twisting, squatting, and/or kneeling, to assist students and perform various activities in the classroom and on the playground
Walking for extended distances periods of time to monitor and assist students in the classroom, on the playground, and while on field trips

HAZARDS:
Potential contact with blood and other bodily fluids
Exposure to blood borne pathogens and infectious diseases

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Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

# BERKELEY UNIFIED SCHOOL DISTRICT
## Human Resources Department

**CLASSIFICATION AND POSITION DESCRIPTION**

| | | | |
|---|---|---|---|
| TITLE: | **Instructional Assistant, BEARS** | REPORTS TO: | **Assigned Supervisor** |
| DEPARTMENT/SCHOOL: | **As assigned** | CLASSIFICATION: | **Non-Administrative Classified Technical** |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | **Non-Exempt** | WORK YEAR: HOURS: | **10 & 12 months/Calendar 5002 & 2000 Hours as assigned** |
| APPROVED: Board Commission | **06/04/2025** | SALARY GRADE: | **Schedule: 56 Range: 31** |

**BASIC FUNCTION:**
Under the direction of a certificated administrator, assist certificated teacher(s) by providing tutorial support and education services to children enrolled in an assigned program; supervise children in educational settings.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

- Provide tutorial support and early childhood education services to children enrolled in an assigned program; tutor individual students in a variety of subject areas; and assist with implementing lesson plans as assigned by the position
- Collaborate with teacher in planning instructional activities; Support-and deliver instruction under the guidance of the teacher(s);
- Assist with the development of lesson plans; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance
- Assist with maintaining various student records, files, logs, and reports related to student attendance, progress, and assigned activities;
- Assist with snack and lunch time as assigned; assist children with eating activities; assist students with washing hands and faces after play times and meals; as needed
- Provide classroom support to the teacher(s) by setting up work areas and displays, and distributing and collecting paper, supplies, and materials; assist in maintaining a safe, orderly, and sanitary classroom and play environment (e.g., set up activities and store play equipment; clean and disinfect tables, play equipment, and other classroom areas as assigned)
- Assist with active supervision of children in educational settings; accompany and assist with the supervision of students on field trips; use positive reinforcement strategies and other approved techniques to assist students in the development of appropriate behaviors
- Consult with the teacher and use protocols as needed to implement appropriate intervention strategies
- Administer basic first aid and CPR as required; assist teacher with emergency plans and drills (e.g., fire, earthquake, lockdown); follow emergency procedures and protocols as assigned

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- Attend and participate in staff meetings and professional development as assigned

OTHER DUTIES:
Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Basic principles and practices of early child development
Child guidance principles and practices
Positive Behavior Intervention Strategies (PBIS) and Response to Intervention (RTI) strategies
Diverse academic, socioeconomic, cultural, and ethnic backgrounds of designated families
Basic instructional methods and techniques
Correct English usage, grammar, spelling, punctuation, and vocabulary
Operation of standard office equipment
Oral and written communication skills
Interpersonal skills using tact, compassion, patience, and courtesy
Basic record-keeping and report preparation techniques
Basic subjects taught in elementary education

ABILITY TO:
Tutor individual and small groups of students in a variety of subject areas and implement lesson plans
Establish rapport with all students enrolled in the program
Learn, interpret, apply, and explain rules, regulations, policies, and procedures
Learn the policies and objectives of the assigned program and activities
Assist with planning and implementing a variety of educational activities
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Operate standard office equipment
Maintain records and prepare reports
Redirect student behavior to the best of your ability in accordance with district and program protocols and guidelines
Administer basic first aid and CPR as needed

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: graduation from high school supplemented by six (6) units of college- level coursework in early childhood education and one year of experience working with students or families in a social services or educational environment. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA).

**LICENSES AND OTHER REQUIREMENTS:**
Valid first aid and CPR certificate preferred.

State Bill 792 (SB 792) requires employees at childcare facilities to be immunized against influenza, pertussis, and measles. Additionally, between August 1 and December 1 of each year, employees and volunteers must receive an influenza vaccine or submit an opt-out declaration

Some incumbents in this classification may be required to speak, read and write in a designated second language.

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**WORKING CONDITIONS:**

ENVIRONMENT:
Indoor classroom work environment
Outdoor playground environment

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard and classroom equipment
Hearing and speaking to exchange information
Seeing to read a variety of materials and monitor students
Lifting, carrying, pushing, moving, and/or pulling up to 50 pounds with assistance
Sitting or standing for extended periods of time
Bending at the waist, twisting, squatting, and/or kneeling, to assist students and perform various activities in the classroom and on the playground
Walking for extended distances periods of time to monitor and assist students in the classroom, on the playground, and while on field trips

HAZARDS:
Potential contact with blood and other bodily fluids
Exposure to blood borne pathogens and infectious diseases

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Berkeley PUBLIC SCHOOLS
Berkeley Unified School District

# BERKELEY UNIFIED SCHOOL DISTRICT
## Human Resources Department

**CLASSIFICATION AND POSITION DESCRIPTION**

| | | | |
|---|---|---|---|
| TITLE: | **Instructional Assistant, Transitional Kindergarten** | REPORTS TO: | **Assigned Supervisor** |
| DEPARTMENT/SCHOOL: | **As assigned** | CLASSIFICATION: | **Non-Administrative Classified Technical** |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | **Non-Exempt** | WORK YEAR: HOURS: | **10 & 12 months/Calendar 5002 & 2000 Hours as assigned** |
| APPROVED: Board Commission | **06/04/2025** | SALARY GRADE: | **Schedule: 56 Range: 36** |

**BASIC FUNCTION:**
Under the direction of an assigned administrator, assist certificated Transitional Kindergarten teacher in reinforcing instruction to individuals or small groups of students; monitor and report student progress, perform a variety of supportive activities for certificated personnel; perform other related duties as assigned.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

- Works collaboratively by assisting teachers in assessment, supporting curriculum, student interactions, enforcing safe behaviors, and enhancing social growth of students in the school setting
- Work with team members to assist students in the development and maintenance of appropriate social behaviors through the use of a variety of positive reinforcement techniques, activities and/or materials
- Assist in the development and implementation of plans to meet students' needs
- Assist with instructional technology as needed
- Direct group activities of students assigned; assist in monitoring students as directed.
- Participate in meetings and professional development as appropriate
- Perform basic first aid when necessary
- Assist teacher with maintaining classroom routines and classroom management
- Assist in caring for and maintaining curriculum materials, manipulatives, equipment, supplies and toys.
- Work with team members to assist in arranging and maintaining a comfortable and inviting setting for learning oriented experiences
- Collaborate with teacher regarding students' progress and assist in meeting the needs of all children
- Perform routine clerical duties in support of classroom activities such as preparing, keyboarding, duplicating, and filing instructional materials; under the guidance of the classroom teacher, grade

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student tests and assignments and record grades; assist with maintaining student records and files as assigned

- Assist students in completing classroom assignments, homework, and projects; reinforce instruction and student understanding of classroom rules and procedures; assist students with performing and developing proper social behavior and self-help skills; assist students by answering questions, providing proper examples, emotional support, positive attitude, and general guidance
- Observe and redirect the behavior of students in an educational environment according to approved procedures; report progress regarding student performance and behavior
- Assist the assigned teacher(s) with the implementation of lesson plans, and the administration of tasks as necessary; supervise and monitor student conduct in the classroom, on the playground, and other school areas; accompany students to and from school locations, buses, and on field trips
- Provide tutorial support and early childhood education services to children enrolled in an assigned program; tutor individual students in a variety of subject areas; and assist with implementing lesson plans as assigned by the position
- Collaborate with teacher in planning instructional activities; support and deliver instruction under the guidance of the teacher(s);
- Assist with the development of lesson plans; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance
- Assist with various student records, files, logs, and reports related to student attendance, progress, and assigned activities;
- Assist with snack and lunch time as assigned; assist children with eating activities; assist students with washing hands and faces after play times and meals, as needed; assist students with toileting
- Provide classroom support to the teacher(s) by setting up work areas and displays, and distributing and collecting paper, supplies, and materials; assist in maintaining a safe, orderly, and sanitary classroom and play environment (e.g., set up activities and store play equipment; clean and disinfect tables, play equipment, and other classroom areas as assigned)
- Assist with active supervision of children in educational settings; accompany and assist with the supervision of students on field trips; use positive reinforcement strategies and other approved techniques to assist students in the development of appropriate behaviors
- Other related duties as assigned

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
General principles of Early Childhood Education
Positive Classroom Management Techniques

ABILITY TO:
Communicate effectively with parents, volunteers, substitutes and other staff both orally and in writing
Follow teacher's directions when working with a group of and/or individual students
Attend meetings as required
Maintain confidentiality of information
Attend professional development as necessary and/or required by the position.

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Basic principles and techniques used for reading, language and mathematical instruction.
Assist teachers with monitoring student progress
Recognize and understand the needs of young children including developmental self-help skills
Establish and maintain cooperative working relationships with teachers, specialists, students and others contacted in the course of work
Understand and carry out oral and written directions
Assist the teacher with the preparation and maintenance of accurate and up-to-date records, files and other documentation and perform a variety of other basic and routine clerical tasks including checking district email communication daily
Physical capability sufficient to perform job task.
Successfully supervise students
Administer First Aid
Properly use personal protection equipment (PPE) as provided

**EDUCATION AND EXPERIENCE:**
Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA).
Any combination equivalent to: graduation from high school or equivalent and one year of experience working with children in an organized education setting.
Early childhood education background and experience working with children ages 3-5 is preferred.

**LICENSES AND OTHER REQUIREMENTS:**
Valid first aid and CPR certificate preferred.

**WORKING CONDITIONS:**

ENVIRONMENT:
Indoor classroom work environment
Outdoor playground environment

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard and classroom equipment
Hearing and speaking to exchange information
Seeing to read a variety of materials and monitor students
Lifting, carrying, pushing, moving, and/or pulling up to 50 pounds with assistance
Sitting or standing for extended periods of time
Bending at the waist, twisting, squatting, and/or kneeling, to assist students and perform various activities in the classroom and on the playground
Walking for extended distances periods of time to monitor and assist students in the classroom, on the playground, and while on field trips

HAZARDS:
Potential contact with blood and other bodily fluids
Exposure to blood borne pathogens and infectious disease

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