

LIBERTY COMMUNITY UNIT SCHOOL DISTRICT #2
JOB DESCRIPTION

TITLE: PRESCHOOL PROGRAM ASSISTANT

- QUALIFICATIONS:**
1. High School diploma and college level early childhood classes preferred.
 2. Health:
Certification of good health signed by a licensed physician. Be free of communicable diseases.
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
 4. Practices good grooming habits, with regard to personal hygiene, unquestionable cleanliness of body, clothing, neat appearance, make-up, hair, and posture.
 5. Computer skills.

REPORTS TO: Prek Teacher and Head Library Aide.

JOB GOAL: To assure a smooth and efficient operation of the Early Childhood office so the Prek Program may have a maximum positive impact on families with children 3-5 years of age (not in kindergarten). To assist in a well-organized, smoothly functioning library environment in which families with children 3-5 years of age (not in kindergarten) can take full advantage of the materials available.

MINIMUM PERFORMANCE EXPECTATIONS:

1. Performs the usual routines and practices associated with a busy yet productive and smoothly run office.
2. Receives incoming calls when at work.
3. Completes necessary typing as needed and assigned.
4. Uses photocopy machines and laminates and cuts out materials as needed.
5. Keep a record of parent and child attendance at events and to tally such records as directed.
6. Assists Preschool Coordinator in ordering preschool classroom supplies and materials.

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7. Prepare mailings to public as necessary and at the direction of early childhood staff.
8. Oversees files of Preschool records as applicable with Preschool Coordinator..
9. Makes known all ideas to clarify and/or make more efficient the various procedures and plans related to the office.
10. Schedule appointments for Preschool Screening in the Fall and Spring.
11. Display a pleasing, happy, helping personality that will make one easily approachable by parents and children.
12. Process materials selected for the Early Childhood Lending Library with assistance of Head Library Aide.
13. Make simple repairs on damaged books.
14. Clean and maintain lending library materials.
15. Assist in completing the annual inventory of Early Childhood Lending Library materials and the preparation of lists of missing books and materials to be discarded.
16. Shelves returned items as needed..
17. Assist in maintaining general neatness and attractiveness of the early childhood area.
18. Assist in processing and maintaining Early childhood Lending Library shelves.
19. Assist with evening activities or special events as requested
20. Respects the confidentiality of families.
21. Assist in making sure we provide a safe environment for students, as per the risk management plan.
23. Other duties as made by administration or Preschool Coordinator.
24. Maintain Child Find List with assistance from the Preschool coordinator.

25. Attends Adams County A-OK meetings every other month, if schedule permits. Paid mileage, travel time, and meeting time.

EQUIPMENT USED:

List equipment to be used to perform the essential functions of the position:

Computers, calculators and audio visual equipment

WORKING CONDITIONS/ PHYSICAL DEMANDS:

The working conditions described should be representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board of education

EVALUATION: Performance of this job will be evaluated annually and in accordance with provisions of the Board's policy on Evaluation of Support Personnel.