

Alameda County Office of Education

JOB TITLE: Early Intervention Assistant I

JOB SUMMARY :

Performs as a member of a trans-disciplinary team in the classroom under direct supervision and instruction of certificated staff, by assisting with providing services to eligible infants/toddlers and their families. (This is an entry-level position).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Helps to select, prepare, organize and care for instructional materials, equipment and the classroom environment.

Assists certificated staff with children individually or in small groups.

Assists with food preparation, feeding and cleanup.

Assists with diapering and toileting of children.

Watches over children to ensure their safety in the classroom and outdoor areas.

Observes children and assists certificated staff in reviewing the child's skills and needs.

Observes physical condition of the children and reports signs of illness or distress.

Administers first aid and CPR as required.

Assists with various housekeeping duties in the maintenance of an orderly and clean classroom.

Operates office equipment.

Maintains records and files.

Performs routine clerical duties.

Performs related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

Provide physical care to infants and toddlers.

Observe, evaluate and report symptoms of illness and safety hazards in the environment.

Establish and maintain effective relationships.

Communicate effectively orally and in writing.

Understand, follow oral and written directions.

Perform routine clerical duties.

Perform First Aid and CPR, including pediatric.

KNOWLEDGE OF

Basic principles of child development.
Physical and emotional development of children.
Infant and toddler care.
Parenting and early childhood development.
Interpersonal skills.
Laws and regulations related to activities.
First aid, CPR, including pediatric.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); coursework in early childhood development, nursing or social work; one year related experience and/or training and one year experience working with young children; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

First Aid and CPR.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and multiply and divide with 10's and 100's.
Ability to perform these operations to applicable situations involving childcare.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform 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 stand, walk, move quickly, use hands to finger, handle or feel, and reach with hands and arms. The employee is frequently required to sit on the floor and return to a standing position. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Hearing within normal range is required.

WORK ENVIRONMENT The work environment characteristics described here are 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 regularly works in inside and outside environmental conditions. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission
Approved Date: June 27, 2000