



## TRANSITIONAL KINDERGARTEN EXTENDED LEARNING PROGRAM (TKELP) AIDE

### BASIC FUNCTION:

Under the supervision and guidance of the Lead Teacher or Extended Learning Program Supervisor, the TKELP Aide assists in the implementation of a comprehensive child development program for Transitional Kindergarten-aged children. This position also involves other duties directly related to the job description.

### ESSENTIAL DUTIES:

- Child Development:
  - Supervise and consciously develop children by monitoring, positively directing, redirecting, protecting, encouraging, and nurturing them.
  - Maintain a safe, healthy, and fun environment for children.
- Team Collaboration:
  - Work as a team member to support the functions and operations of TKELP.
  - Assist staff with both long and short-range activities.
- Communication and Training:
  - Maintain daily open communication with the Lead Teacher and ELC Supervisor.
  - Attend staff meetings, continuing education, and required training, including engaging in personal and professional development.
  - Handle conflict positively, viewing it as an opportunity to learn.
- Confidentiality and Reporting:
  - Maintain confidentiality of staff, parent, child, client, community, and agency information from files, conversations, meetings, correspondence, or other sources.
  - Report suspected child abuse following state, county, and district reporting procedures.
- Professional Development:
  - Stay informed of current theories and practices in the field.
  - Interact with children and families in a culturally sensitive manner.
  - Present a professional model for staff, parents/families, children, and the community.
  - Attend pre- and in-service training and other training as required.
- Facility and Material Maintenance:
  - Ensure physical facilities are clean, sanitary, and in proper working order.
  - Inspect classroom areas daily.
  - Ensure necessary materials and supplies are available and maintained.
- Parental Engagement:
  - Develop good communication with parents/families, reinforcing the concept that parents/families are the primary educators of their children.
- Outdoor Supervision:
  - Assist in child monitoring on the playground and during outdoor activities.
- Team Participation:
  - Participate in a highly functioning, cohesive team to ensure the implementation of a quality program for children and families.

**KNOWLEDGE AND ABILITIES:**

- Confidentiality:
  - Ability to respect the confidentiality of program-related incidents and information.
  - Ability to understand and respect the confidentiality of all information about students.
- Program Operation:
  - Ability to operate necessary program equipment.
  - Ability to keep records and prepare verbal and written reports.
- Communication Skills:
  - Ability to understand and carry out oral and written directions.
  - Ability to communicate so others will clearly understand normal conversation.
  - Ability to sustain cooperative relationships with those contacted in the course of work.
  - Ability to maintain a positive attitude toward the children when redirecting behavior, if needed.
  - Ability to work effectively with children and parents.
- Sensory and Cognitive Abilities:
  - Ability to see, read, and distinguish colors with or without vision aids.
  - Ability to hear and understand speech at normal levels.
- Cultural Sensitivity:
  - Ability to work effectively with people from all socio-economic and cultural backgrounds.

**EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:**

- High school diploma or equivalent and 12 units in Early Childhood/Child Development.
- Experience working with preschool children is a plus.

**WORKING CONDITIONS ENVIRONMENT:**

- Moderate to high-stress level.
- Primarily indoor classroom, playground, and school setting.
- Temperature - normal climate.

**PHYSICAL DEMANDS:**

- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended amounts of time.
- Manual dexterity to dial a telephone, and enter data into a computer.
- Physical agility to lift and carry up to 30 pounds and to bend, stoop, walk, and reach overhead.
- Physical agility to push/pull, squat, twist, and turn.
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.
- Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health.