

JOB DESCRIPTION
Pleasanton Unified School District

HORIZON PARENT PROGRAM ASSISTANT

Purpose Statement:

The job of Horizon Parent Program Assistant is done for the purpose/s of performing instructional and clerical activities in a classroom of school age mothers and their infants.

Essential Functions

- Assists students in menu planning, lunch preparation and nutrition for the purpose of assisting in evaluating students' progress.
- Maintains equipment and supplies for the purpose of ensuring an orderly and sanitary area for infants and toddlers.
- Monitors students and infants for the purpose of ensuring their safety and welfare.
- Performs record keeping and clerical functions (e.g. telephone calls, copying, recording grades, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- Prepares bottles and food for infants and toddlers for the purpose of meeting mandated nutritional requirements.
- Serves as a role model for young mothers for the purpose of sharing information and addressing the individual needs of the students.
- Supervises the care, feeding and stimulation of infants age six weeks to three years for the purpose of ensuring proper care for infants.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills, Knowledge and Abilities SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; health standards; and stages of child development.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; working as part of a team; communicating in a positive, non-threatening manner; and building effective relationships.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget and/or financial guidelines Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking and 25% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. /Training

None Specified

FLSA Status

Non Exempt

Certificates & Licenses

First Aide/CPR

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

Salary Grade

Classified 9