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**NASSAU COUNTY**

**Title : EARLY CHILDHOOD  
CLASSROOM AIDE**

**SCHOOL DISTRICTS  
CLASS SPECIFICATION**

**Code: 210080 LOA  
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Non-Competitive**

**GENERAL STATEMENT OF DUTIES**

Assists Pre Kindergarten and Kindergarten teachers by reinforcing the teacher instruction; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under direct supervision of a teacher or teacher assistant, duties involve working with children either individually, or in groups. The employee will be helped, through the training program, to understand and assist own children in developing basic skills.

**TYPICAL DUTIES**

1. Works with children in number and letter recognition.
2. Assists child in learning to recognize shapes and colors.
3. Participates in game playing.
4. Prepares, distributes and collects materials and supplies.
5. Aids child in development of social behavior.
6. Keeps daily log of activities with individual child.
7. Meets with teacher and volunteers on a weekly basis to review program activities, individual student progress and curriculum implementation.
8. Attends training sessions.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Ability to communicate with young children and teachers.
2. Ability to absorb training.
3. Ability to keep simple records as required.
4. Ability to maintain discipline.
5. Good physical condition.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

No educational requirements. Satisfactory experience as a Volunteer in the program.

**Necessary Special Requirement**

Must be a parent of a child in the program.

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