

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9734

PRESCHOOL ASSISTANT

NATURE OF WORK

This work involves assisting in teaching preschool classes and activities.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Assists in the planning, organizing and supervision of preschool activities and special events.

Assists in teaching preschool classes and state licensed preschool programs.

Assists in compiling the preschool curriculum according to state licensed preschool guidelines.

Assists in ordering supplies, providing arts and crafts samples, and maintaining budget guidelines.

Assists in planning and supervising the conduct of field trips, holiday programs, and parties.

Drives a vehicle to transport participants on field trips.

Assists in planning and providing nutritious snack menus.

Assists in registering participants and collects money as needed.

Provides customer assistance, and responds to inquiries and complaints.

Cleans the facility and grounds.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles of early childhood development.

Knowledge of the rules and play of preschool age games and motor activities.

Ability to meet all state licensed preschool requirements.

Ability to assist in planning and supervising activities and special events.

Ability to maintain current accurate records, especially participants' immunization records.

Ability to work effectively with people of all ages and levels of ability.

Ability to communicate effectively with co-workers and the public.

Ability to understand oral and written instructions.

Ability to move about the facility 75 to 100% of the workday.

SPECIAL QUALIFICATIONS

Must be able to work varied times, including weekends and holidays.

Must possess current First Aid and Cardio Pulmonary Resuscitation (CPR) certificates.

Must possess a valid driver's license.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone

Range and Oven

Copier

Typewriter

Vehicle