

EARLY CHILDHOOD ASSOCIATE  
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DEFINITION

Develops a supportive environment in which young children may build confidence and self-esteem.

TYPICAL DUTIES

Under California Department of Mental Health guidelines, provides a safe and caring environment to reduce school adjustment problems for referred children by:

- Using communication skills, active listening, and both nondirective and creative play to achieve prescribed goals with individual children
- Establishing rapport and maintaining consistent relationships with referred children
- Establishing an atmosphere that encourages children to express thoughts and feelings and responding effectively and constructively to those expressions
- Preparing notes, memos, and reports regarding children's progress
- Participating with professional personnel in various conferences and meetings in assessing the program's effectiveness
- Scheduling play sessions and preparing and maintaining playrooms
- Obtaining additional information regarding children by meeting with parents, educators, or others as deemed necessary by professional personnel
- Gathering and maintaining screening and assessment data and student enrollment records
- Participating in on-going training and supervisory sessions.

May work in one-to-one situations or in groups of two or three children.  
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Early Childhood Associate established rapport with referred children and uses a variety of techniques to raise the children's self-esteem.

A Social Service Aide assists families served by the school in identifying and utilizing social service resources in the community.

An Instructional Aide assists a certificated employee in instructional activities related to an area in which the aide has expertise derived from advanced education or specialized training or experience.

SUPERVISION

General supervision is received from non-classroom certificated personnel, such as a School Psychologist, School Counselor, Psychiatric Social Worker, or a Pupil Services and Attendance Counselor. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

Needs and problems of children experiencing school adjustment difficulties  
Safety rules and procedures required in elementary school facilities

### Ability to:

Demonstrate warmth and empathy with young children  
Follow the lead of children in play, utilizing nondirective play techniques  
Listen attentively and communicate in a non-authorative manner  
Write progress notes and prepare reports  
Communicate effectively with supervisors, other school personnel, and parents  
Maintain student records  
Participate in weekly in-service and supervision sessions

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in child development.

### Experience:

Experience with children in a nondirective play environment is desirable.

### Special:

A valid California Driver License and the use of an automobile.  
Ability to communicate in a language other than English may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised  
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