

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA**  
**JOB DESCRIPTION**

PERSONNEL OFFICE USE ONLY					
APPROVED PAYROLL TITLE	TITLE CODE	EFFECTIVE DATE	CBU: ERC:	DATE	INITIALS
NEW POSITION/REPLACEMENT		TEMP. RECLASS ( )	PROVISION NUMBER		
		TEMP. STIPEND ( )			
1. ( ) Recruitment ( ) Review ( ) Reclassification ( ) Update of Job Description			2. a. SALARY RATE b. PERCENT OF TIME		
3. EMPLOYEE NAME			4. CURRENT PAYROLL TITLE		
5. DEPARTMENT/DIVISION Orfalea Family Children's Center	6. WORK LOCATION UCSB West Campus		7. WORKING TITLE (IF DIFFERENT) Infant/Toddler/Preschool Teaching Assistant		
8. NAME OF SUPERVISOR Varies	9. SUPERVISOR'S PAYROLL TITLE Lead Teacher		10. NAME OF DEPARTMENT HEAD Leslie Voss		
11. SUPERVISION/DIRECTION RECEIVED (see back page for definitions of categories) Indicate the type of supervision the incumbent will receive after the training/orientation period. Close Supervision ( x ) Supervision ( ) General Supervision ( ) Direction ( ) General Direction ( )					
12. NAMES OF EMPLOYEES DIRECTLY SUPERVISED		PAYROLL TITLE		FTE	
13. GENERAL SUMMARY OF DUTIES / RESPONSIBILITIES Work with Teacher and Lead Teacher as a team. Provide care for and interact with Infant/Toddler and Preschool children ages 3 months to 5 years in an accredited setting.					

**14. ESSENTIAL DUTIES OF THE JOB**

<b>PERCENT OF TIME (Time of all duties must add up to 100%)</b>	<b>FREQUENCY (daily, weekly, monthly, quarterly, yearly)</b>	<b>ESSENTIAL DUTIES* (List in order of importance)</b>
	Daily	<p>Participate and assist children in activities that are planned by Teachers. Maintain safe and secure program and environment.</p> <p>Cooperate with Teachers and other assistants in taking care of the classroom environment: General preparation, supervision of activity and clean up of materials to use in activities (including nap time, snack, art, outside activities, etc.)</p> <p>Engage with children in their play. Help children develop autonomy in their toileting, eating, and napping routines. Encourage problem solving in social interactions.</p>

\*See back page for further explanation of these categories.

**15. NON-ESSENTIAL DUTIES OF THE JOB**

PERCENT OF TIME	FREQUENCY (d,w,m,q,y)	NON-ESSENTIAL DUTIES

**16. REQUIREMENTS:** To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

**PHYSICAL**

On the job the employee must:

- ( F ) Bend      ( O ) Sit
- ( F ) Squat    ( F ) Stand
- ( O ) Crawl    ( F ) Walk
- ( O ) Climb    ( O ) Push/Pull
- ( F ) Kneel
- ( F ) Handle objects (manual dexterity)
- ( O ) Reach above shoulder level
- ( F ) Use fine finger movements
- ( N ) Other \_\_\_\_\_

Must carry/lift loads of:

- ( F ) Light (up to 25lbs.)
- ( F ) Moderate (25-50lbs.)
- ( O ) Heavy (over 50lbs.)

**MENTAL**

On the job the employee must be able to:

- ( F ) Read/comprehend
- ( O ) Write
- ( O ) Perform calculations
- ( F ) Communicate orally
- ( F ) Reason and analyze
- ( ) Other \_\_\_\_\_

**ENVIRONMENTAL**

On the job the employee:

- ( N ) Is exposed to excessive noise
- ( N ) Is around moving machinery
- ( N ) Is exposed to marked changes in temperature and/or humidity
- ( N ) Is exposed to dust, fumes, gases, radiation, microwave (circle)
- ( N ) Drives motorized equipment
- ( N ) Works in confined quarters
- ( N ) Other \_\_\_\_\_

**17. SPECIAL CONDITIONS OF EMPLOYMENT (Licenses, certificates, credentials, bondability, altered work schedules, furloughs, travel, etc.)**

<b>18.</b>	<b>19.</b>	<b>20.</b>
_____ Employee's Signature	_____ Supervisor's Signature	_____ Department Head's Signature
_____ Date	_____ Date	_____ Date

## DEFINITIONS

### TYPE OF SUPERVISION RECEIVED:

**Close Supervision-** indicates that the incumbent is assigned duties according to specific procedures. Work is checked frequently, and in addition there may be formal training.

**Supervision-** indicates that the incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.

**General Supervision-** indicates that the incumbent develops procedures for performance of variety of duties; or performs complex duties within established policy guidelines.

**Direction-** indicates that the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.

**General Direction-** indicates that the incumbent receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

### EXPLANATION OF AMERICANS WITH DISABILITIES ACT 1990 (ADA) REQUIREMENTS

#### ESSENTIAL DUTIES:

The Americans with Disabilities Act 1990 (ADA) requires employers to consider the essential duties of a job in evaluations and applicant's qualifications. An essential duty is any task which is a basic, necessary and integral part of the job. In addition, when considering essentiality, one must focus upon whether the duty is essential to this particular job and not to the department as a whole. Further distinctions between essential vs. non-essential duties are the following:

- A. Are the duties required to be performed on a regular basis? If the duties are rarely performed, they may not be essential.
- B. Is the duty highly specialized? The need for special expertise is an indication of an essential duty.

#### NON-ESSENTIAL DUTIES:

Duties that a peripheral, incidental or minimal part of the job are considered non-essential. Further points to consider:

- A. Would removing the duty fundamentally change the job? If not, the duty is non-essential.
- B. Are there other employees available to perform the duty? If it is feasible to redistribute the work, the duty may be non-essential.