

INSTRUCTIONAL ASSISTANT-PRESCHOOL

DEFINITION:

Under the supervision of the Principal, assists in providing care, supervision and learning activities to children in a preschool classroom environment; tutors individual or small groups of students; assists with planning and implementing a variety of activities to meet the needs and interests of children; assists in the preparation of instructional materials and implementation of lesson plans; performs a variety of clerical and supportive tasks for instructional personnel; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Other duties may be assigned.

- Assists in providing care, supervision and learning activities to preschool-age children in a classroom environment; assists assigned teacher with the implementation of lesson plans; provide children with proper examples, emotional support, friendly attitude and general guidance.
- Assists students individually or in small groups to reinforce and promote learning throughout the instructional day.
- Assists assigned preschool teacher with the preparation of instructional materials and implementation of lesson plans; assists the teacher with data collection for Desired Results Development profile (DRDP).
- Reads books to students as assigned; assists children with letter and word pronunciation and recognition.
- Assists instructional personnel with the development and presentation of learning experiences.
- Performs a variety of clerical duties such as filing, preparing, typing and duplicating instructional materials; takes and records attendance as required; provides classroom support to the teacher by setting up work areas and displays as assigned; distributes and collects paper and supplies.
- Assists in the assessment of student skills and progress; reports progress regarding student performance and behavior.
- Assists with meals and snacks as assigned; participates in the preparation and serving of food items and set-up of tables.
- Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner; sanitize and disinfect toys, tables, chairs and other classroom surfaces.
- Assists students with personal hygiene and grooming as required; assists children with toileting, diapering and changing those who have experienced toileting accidents; assists students with performing and developing self-help and social skills.
- Oversees and interacts with children during games, play, outings and recreational activities; escorts students to the bus and other on campus locations.
- Monitors inventory levels of classroom supplies; assists in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.
- Communicates with faculty, staff, administrators, and others to exchange information and resolve issues or concerns.
- Provides routine first aid to injured students according to established procedures as needed.
- Maintains student records, attendance, and files including the collection of data to support student learning.
- Operates a variety of classroom, office, instructional media, and related equipment including a computer and assigned software.
- Maintains discipline in the absence of the teacher.

QUALIFICATIONS GUIDE**Knowledge of:**

- Concepts of child growth, development and behavior characteristics of preschool-age children.
- Basic instructional methods and techniques.
- Safe practices in classroom and playground activities.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Early childhood center licensing rules, requirements and regulations.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Positive behavioral interventions and supports and strategies to motivate young children.
- Routine record keeping and data collection.
- General purposes and goals of early childhood education.
- Specific instructional content as required in job assignment.
- First aid and CPR procedures.

Ability to:

- Assist in providing care, supervision and learning activities to preschool-age children in a classroom environment.
- Assist with planning and implementing a variety of activities to meet the needs and interests of children.
- Monitor, observe and report child behavior and progress according to approved policies and procedures.
- Assist in the preparation of instructional materials and provide routine clerical support.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Assist with the development of lesson plans.
- Understand and follow oral and written instructions.
- Assist students with dressing, toileting, feeding and grooming.
- Observe health and safety regulations.
- Maintain student records and files.
- Operate standard office and classroom equipment.
- Administer routine first aid and CPR as necessary.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Perform routine clerical work and basic arithmetic calculations.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.
- Maintain cooperative working relationships with students, staff, parents and the general public.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with preschool children in an educational or child care setting.

LICENSES AND OTHER REQUIREMENTS:

- Proof of passage of the CBEST, or proof of an AA degree or higher from an accredited institution in the US or successful passage of the District's Proficiency Test or meet cut scores for ACT/SAT (ACT-23 Math, 22 English; SAT-550 Math, 500 English).
- Relevant coursework (3-12 units) specific to Early Childhood education is preferred.
- Valid First Aid and CPR Certificate issued by an authorized agency within a probationary period.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead and above shoulders to access materials.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling objects up to 50 pounds.
- Bending at the waist, kneeling or crouching to assist students.
- Walking to and from designated locations.

WORK ENVIRONMENT:

Indoor/Outdoor/Classroom environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Potential contact with blood, other body fluids and communicable diseases.

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