

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT – PRESCHOOL

**BASIC FUNCTION:**

Under the direction of the coordinator or Preschool Lead of the Los Alamitos Child Development Center, plan, organize and implement approved developmentally appropriate curriculum for the development of children enrolled in the Los Alamitos Child Development Center program; provide a safe and nurturing environment conducive to the growth and development of children.

**REPRESENTATIVE DUTIES:**

1. Tutor individual or small groups of students, reinforcing instruction as directed by the Preschool Lead.
2. Prepare lessons as directed by the Preschool Lead; administer and score a variety of tests.
3. Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
4. Supervise students on the playground, during snack or lunch time, during parent meetings and on field trips.
5. Perform a variety of clerical duties such as preparation and duplication of instructional materials, scoring papers, recording grades, taking roll, and maintaining records and files.
6. Provide support to Preschool Lead by setting up work areas, displays and exhibits, operating audio-visual equipment and distributing and collecting paper and supplies.
7. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
8. Confer, as needed, with Preschool Lead concerning programs and materials to meet student needs.
9. Assure the health and safety of students by following all health and safety rules.
10. Direct group activities of students as assigned; assist volunteers and ROP students as necessary.
11. Participate in meetings and in-service training programs as assigned.
12. Set up snack and lunch for students; clean up after snack and lunch.
13. Perform other related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Child guidance principles and practices.  
Basic subjects taught in the District schools.  
Safe practices in classroom and playground activities.  
Reading and writing communication skills.  
Oral and written communications skills.  
Interpersonal relations skills using tact, patience and courtesy.  
Record-keeping techniques.

### ABILITY TO:

Perform clerical duties such as filing, duplicating and maintaining simple records.  
Print and write legibly.  
Make arithmetic calculations quickly and accurately.  
Understand and follow oral and written directions.  
Learn methods and procedures to be followed in an instructional situation.  
Communicate effectively with preschool children and adults demonstrating poise, patience, and understanding.  
Read, interpret and follow rules, regulations, policies and procedures.  
Establish and maintain effective working relationships with others.  
Exercise discretion and judgment in handling confidential material.  
Communicate effectively both orally and in writing.  
Supervise and discipline students according to approved policies and procedures.  
Operate instructional and office equipment.  
Assist with the instructional and related activities of the assigned learning environment.  
Learn the procedures, functions and limitations of assigned duties.

## EDUCATION:

Graduation from high school and a minimum of 12 units of Early Childhood Education or Child Development college coursework, including core courses (child/human growth & development; child/family/community or child and family relations; and early childhood programs and or curriculum. In addition, a Child Development Associate Teacher Permit or higher is also required. CPR and First Aid required within 6 months of employment.

## EXPERIENCE:

At least fifty (50) days of 3+ hours per day within two (2) years working with preschool aged children in an organized classroom setting.

## LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate  
Pertussis Immunization  
Flu Vaccination  
Measles Immunization

## WORKING CONDITIONS:

Preschool environment which includes standing, walking, sitting, running, kneeling, squatting, crawling, stooping and bending; lift, carry, push or pull up to 60 lbs., duties may include activities which involve repetitive use of hands, arms or shoulder and twisting or pressure involving wrists or hands and working with arms above shoulder level; noises (e.g. children, music) up to 87 dba; give student direction

requiring clear speaking and the ability to hear normal voice conversation; color vision, peripheral vision, depth perception and the ability to adjust focus; change children's clothes, tend to injuries/illnesses/toileting needs; exposed to minor contagious illnesses (e.g. colds, flu).

SALARY RANGE: 37

ADOPTED BY PERSONNEL COMMISSION: August 17, 2016

ADOPTED BY BOARD OF EDUCATION: September 13, 2016