



**April 2019**  
**New Job Description**  
**Personnel Commission Approval Date – May 14, 2019**  
**Board Approval Date – April 15, 2019**

### Instructional Aide – Early Childhood

#### Definition

Under immediate supervision, assist the site supervisor and classroom teacher in a variety of developmentally appropriate activities for children ages twelve months through six years old. Positions in this class are established principally to assist teachers in the care and supervision of children in the District's infant and preschool special education programs. It is distinguished from the Instructional Aide position in that the primary responsibility is to assist in the general care for the whole child whereas Instructional Aides are responsible to assist in formal instruction.

#### Essential Duties and Responsibilities

- Supervise the activities of individuals or groups of students;
- Assist in arranging room and other materials to accommodate the daily schedule;
- Supervise and implement teacher directed activities;
- Maintain a neat, orderly, safe, and attractive work environment;
- Prepare instructional materials as directed;
- Assist children with developmental self-help skills;
- Attend to the physical needs of the children such as diapering, feeding, toileting, and resting;
- Guide children in recreational and learning games and activities;
- Perform and assist team with District approved Emergency Behavioral Interventions when needed;
- Maintain informational records which may include health or behavior charting;
- Supervise or assist students to and from the school bus or other transportation, and in moving to and from activities;
- Assist teachers with implementation of student's IFSP/IEP through instruction in a wide variety of activities, such as story time, playing games, art activities, singing, dance, and outdoor recreation;
- Attend a variety of meetings, workshops, and trainings as required.

#### Required Qualifications

- Current CPR and First Aid certification prior to starting the assignment and maintain current at all times;
- The equivalent of graduation from high school and either completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education or attainment of an Associate of Arts degree or higher.

### Preferred Qualifications

- Completion of coursework at an accredited institution of higher education in early childhood education or child development;
- Bilingual in any language including American Sign Language is highly desirable.

### Ability to

- Learn school policies, methods, and practices generally used with students in a classroom setting;
- Nurture a culturally sensitive environment where children can develop to their full potential;
- Project a warm and friendly manner and disposition;
- Use good judgment in a variety of circumstances and situations;
- Communicate effectively;
- Understand and follow oral and written directions;
- Establish and maintain cooperative and effective working relationships with children and adults;
- Communicate in sign language when identified as a requirement;
- Communicate fluently in English and demonstrate proficiency in reading, writing, and speaking of another language when identified as a requirement;
- Provide specialized health care when identified as a requirement.

Suggested salary for this position is Classified Salary Schedule, Range 135.