

INSTRUCTIONAL ASSISTANT - PRESCHOOL**DEFINITION:**

Assist the teacher in ways determined by the teacher to be useful in improving the quality of the preschool programs, involving clerical duties, supervision of children, transportation, food service, and instructional tasks which, in the judgment of the teacher may be performed by a non-credentialed employee. The work need not be performed in the presence of the teacher, but the teacher retains responsibility for the instruction and supervision. The assistant shall not give out any personal information concerning any pupil to any person other than the teacher or appropriate administrator.

QUALIFICATIONS:

Experience: Experience as a participating parent in a State Preschool Class; experience as a leader in children's activities; Paid school experience is desirable but not required.

Education: Completion of the twelfth grade. Completion of six units in Early Childhood Education/Child Development is required.

Other: Must obtain and maintain First Aid/CPR Certificate. Willingness to complete such training courses, in-service, or otherwise, as may be required after being hired. Successful completion of the District Instructional Assistant Proficiency Test.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are less than eight hours, and are authorized only in connection with established preschool classes or programs. Positions are usually part-time, involving working schedules on school days only. They are distinguished from other Instructional Assistant classes by area of specialization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Principal, incumbent will:

- Organize materials for laboratory, physical education, arts and crafts, or similar classes.
- Assist students with routine personal care and needs.
- Operate and cares for equipment uses in the classroom for instructional purposes.
- Prepare special demonstration or visual materials.
- Assist individuals or small groups of selected pupils with assignments under supervision of a teacher.
- Assist teachers in record keeping activities.
- Assist with housekeeping duties and food service.
- Assist in preparing annual report.
- Help students master equipment or instructional materials assigned by the teacher.
- Participate in related in-service activities as directed.

KNOWLEDGE:

- Correct English usage, spelling, grammar
- Games, arts and crafts, and other activities suitable for preschool children
- Social and educational needs of preschool
- Children
- Safe driving practices
- First aid practices

ABILITIES AND SKILLS:

- Deal cooperatively and effectively with a wide variety of personalities situations requiring tact, judgment, and poise
- Communicate effectively with preschool children
- Organize and supervise children in games, play, or group activities
- Understand and follow oral and written instructions
- Keep records and make reports
- Speak and write the English language

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PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described 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.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.