



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission

*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **EARLY LEARNING INSTRUCTIONAL ASSISTANT – BILINGUAL**

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### **JOB SUMMARY:**

Under direction of the certificated/permitted staff and general supervision of the site administrator or designee, assists with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting to students needing English language development; monitors and reports student progress regarding behavior and performance; translates written and verbal information in a designated second language.

### **CLASS CHARACTERISTICS:**

This classification is distinguished from other Instructional Assistant classes in that incumbents work with preschool aged children, must have taken a prescribed number of Early Childhood Education or Child Development units and be bilingual in a designated second language to work in this capacity. Incumbents provide assistance to certificated/permitted staff in the care, supervision and learning activities of preschool age children requiring English language development in the classroom and on the playground.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

### **Essential Duties:**

- Assist in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students;
- Assist with the preparation and presentation of learning materials for individual students or groups of children;
- Communicate with students in English and a designated second language to facilitate instruction;
- Provide translations, orally and written, for limited or non-English speaking parents and school staff;
- Supervise children in all activities including indoors and outdoors, during snack and mealtime, parent meetings, field trips and emergency and preparedness drills;
- Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance;
- Participate with children and encourage their involvement in activities;
- Observe and redirect student behavior according to approved procedures;
- Monitor student progress and behavior and communicate with certificated/permitted staff and parents regarding student activities;
- Maintain awareness of special needs of each student;

- Provide support to the certificated/permitted staff by setting up work areas and operating technological equipment;
- Provide for the safety of the children as required; guide students into safe place activities; respond to a child's needs and problems in a patient, caring and sensitive manner;
- Assist children and/or students in personal hygiene needs including, but not limited to, washing face and hands, use of toilet facilities, and diapering;
- Assist communicating with children and parents in a designated second language; translate written and oral information as directed;
- Assist students in developing communication skills and serve as an appropriate language model;
- Assist children in the development of independence, social skills and self-help skills;
- Set up and clean up eating areas, assist children with washing as needed; assist children in toileting and proper hygiene as appropriate;
- Communicate with certificated/permitted staff regarding needs for appropriate materials to meet the developmental and linguistic needs of the children;
- Assist the certificated/permitted staff in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines.

### **Other Related Duties:**

- Prepare and maintain a variety of records, notes and files related to assigned children and activities including parent involvement and other parent activities;
- Perform routine office duties such as filing and duplicating instructional materials as assigned;
- Attend staff meetings and participate in meetings and in-service training programs as assigned.

### **SUPERVISION:**

General supervision is received from the site administrator or designee. Direction is received from certificated/permitted staff.

Supervision is not exercised over other employees.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Basic principles of early childhood development including proper discipline applicable in a preschool setting;
- Student behavior management strategies and techniques;
- Needs and characteristics of preschool age children;
- Basic instructional methods and techniques in early childhood education;
- Subjects taught in the primary grades, including mathematics, reading and writing;
- Safe practices for preschool classroom and playground activities;
- English usage, spelling, grammar and punctuation;
- Usage, spelling, grammar and punctuation of a designated language other than English;
- Basic record-keeping procedures;
- Written and oral communication principles and practices.

**Ability to:**

- Learn, apply and explain Preschool and District philosophies, policies, procedures and guidelines;
- Demonstrate an understanding, patient, and receptive attitude toward young children;
- Monitor and report student behavior and progress according to approved policies and procedures;
- Read, write and communicate effectively in English and a designated second language;
- Communicate effectively with preschool children and adults, demonstrating poise, patience and understanding;
- Assist in planning and implementing a variety of activities to meet the needs and interests of preschool aged children;
- Coordinate and participate in activities with groups of children;
- Use positive and appropriate methods of behavior control and modification for preschool aged children;
- Ensure that preschoolers are supervised at all times;
- Work collaboratively in a team environment;
- Maintain classroom in a clean, sanitary, orderly and safe condition;
- Determine appropriate action within clearly defined guidelines;
- Understand and follow oral and written directions;
- Perform clerical duties such as filing, duplicating and maintaining simple records;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the District.

**EMPLOYMENT STANDARDS:**

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

**Education:**

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Completion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college.

**Experience:**

- Prior paid or volunteer experience working with preschool aged children is desirable.

**Licenses Required:**

- Within two (2) months of employment, all Early Learning Instructional Assistants Bilingual are required to possess and maintain valid, current First Aid and Adult/Child CPR Certificates.

All of the above certificates must be maintained as a condition of continued employment.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

Works in a preschool classroom and/or playground environment without direct guidance from supervisor; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and has regular contact with other district staff.

**Physical Demands:**

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; Employment contingent upon passing a physical and back evaluation test.

**SALARY RANGE**

Range 24

Classified Bargaining Unit

New classification adopted by Personnel Commission 5/14/09

Job Description Review and Revisions Effective: 6/11/15

Job Description Review, Revisions and Title Change from Preschool Instructional Assistant Bilingual to Early Learning Instructional Assistant Bilingual Effective: 4/25/19

Last revisions: 7/18/2024

Reactivation and Revisions Effective:

Job Description Review and Revisions Effective: 7/18/2024

Approved by Personnel Commission: 7/18/2024