



# Romoland School District

## JOB DESCRIPTION

### HEAD START INSTRUCTIONAL ASSISTANT

#### **SUMMARY**

Under the supervision of the classroom teacher and director, the Instructional Assistant is for the purpose/s of assisting in the supervision and instruction of preschool aged children (3 – 5+ years old); performing classroom clerical tasks; assisting children in meeting health care needs and developing children's daily living skills; performing a variety of tasks relating to the specific educational, physical and emotional needs of preschool children and other job related duties as assigned.

#### **REPRESENTATIVE DUTIES**

- Maintains confidentiality relating to all aspects of the program and the children.
- Assists with learning experiences that will further physical skill, enhance language ability, guide social development, foster emotional development and develop creative abilities as set forth in the Head Start Performance Standards
- Assists with the implementation of emergency procedures and first aid for the purpose of meeting immediate health care and safety needs of children
- Monitors the individual progress of children; keeps anecdotal notes of children's progress; works as part of a classroom team to plan daily curriculum, and the classroom environment.
- Works with parents and volunteers as they assist children in the classroom.
- Maintains child care facilities for the purpose of ensuring a sanitary and safe environment for preschool aged children
- Assists children with washing, toileting and personal care. Sets up snack and assists with children's serving of food and clean-up.
- Performs record keeping and clerical functions (e.g. scheduling, copying attendance, In-Kind, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials
- Reports cleaning, health, or safety concerns to teacher/and or director.
- Assists teacher in monitoring children in all indoor and outdoor activities, adhering to all health and safety procedures of the district to ensure a safe and healthful environment; complying with all provisions of State and Federal regulations as outlined in California code of Regulations Title 5 and Title 22.
- Attends all in-service training and staff meetings as assigned. Completes other related tasks as assigned.

**MINIMUM QUALIFICATIONS:**

**SKILLS** are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: Communicate effectively with young children, parents and staff; communicate effectively both orally and in writing.

**KNOWLEDGE** is required to perform basic math; interrupt written procedures, write routine documents and speak clearly; and analyze situations to define issues and draw conclusions; effective child guidance practices and principles; child growth and development, children, families and communities and program/curriculum used in early childhood education; classroom health and safety regulations.

**ABILITY** is required to schedule activities; gather, collate, and/or classify data; and use basic job related equipment; work with a diversity of individuals; work with data of similar types and/or purposes; and utilize job related equipment; problem solving is required to analyze issues, create plans of action and reach solutions; communicate effectively with young children, parents, and staff; follow written and oral instructions; maintain effectiveness in stressful situations; learn effective and appropriate techniques and practices utilized in early childhood education.

**WORKING ENVIRONMENT:** The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting and carrying up to 50 pounds, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 45% sitting, 30% walking and 25% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**EXPERIENCE:** Six months experience working as an instructional assistant.

**EDUCATION:** An Associate's degree from an accredited college/university including completion of 24 semester units of early childhood/child development education.

**CERTIFICATES/CREDENTIALS/LICENSES:**

- Possession of a current California Child Development Associate Teacher Permit
- Possession of a valid California Driver's License, current DMV printout and proof of automobile liability insurance.
- Physician's Statement of Health.
- First Aid certificate
- Infant/Child CPR certificate
- TB clearance and fingerprint clearance.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*

Vision which allows accurate observation from a distance. *E*

### **PHYSICAL DEMANDS AND WORKING CONDITIONS, continued**

- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to kneel or squat for extended periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs. frequently, and 50 pounds occasionally. *E*
- Able to carry up to 35 lbs. frequently, and 50 pounds occasionally. *E*
- Able to push and pull objects weighing up to 35 pounds. *E*
- Able to sustain strenuous manual labor for 1.5 hours.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension. Job Description
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate classroom equipment in a safe and efficient manner. *E*

**While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.** Essential physical requirements, which the candidate must possess, are indicated with an “*E*”.

**Initiated: 8/13/2013**

**Board Approved: 9/10/2013**