

**Laguna Beach Unified School District:
Job Description: Instructional Assistant, Preschool**

BASIC FUNCTION:

Under the direct supervision of the site administrator and general direction of the Director of Early Learning and assigned preschool teacher(s), the instructional assistant will assist in providing care, supervision, and learning activities to children in a preschool classroom environment; performs a variety of clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES:

- Assist with planning and implementing a variety of activities to meet the needs and interests of children including, but not limited to, reading books to students and assisting with letter and word pronunciation and recognition
- Assist in the preparation of instructional materials and implementation of lesson plans
- Assists students individually or in small groups to reinforce and promote learning throughout the instructional day
- Assist students in completing classroom assignments and projects; ensure student understanding of classroom rules and procedures; assist students by answering questions; provide proper examples, emotional support, and general guidance
- Explain and ensure student understanding of classroom assignments and instructions; explain words and concepts as necessary; report progress regarding student performance and behavior to teacher
- Observe and control behavior of students in/out of the classroom according to approved procedures; resolve conflicts between students; monitor and interact with students during outdoor, physical education and other recreational activities as directed
- Assists in the assessment of student skills and progress; reports progress regarding student performance and behavior
- Maintain records and student files related to attendance, progress, behavior and assigned activities; prepare reports and documentation as requested
- Assists students with personal hygiene and grooming as required; assists children with toileting, and changing those who have experienced toileting accidents; assists students with performing and developing self-help and social skills
- Set-up snack and lunch service; clean snack and lunch areas before and after meal service.
- Greet students upon arrival; escort students to and from designated locations as assigned; safeguard the release of children through verification of authorization to release child to adult; remain on duty until children are released to authorized adults
- Ensure the health and safety of students by following health and safety practices and procedures; maintain the learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and displays; distribute and collect

paper, supplies and materials; sweep and wipe down inside classroom and outside play areas

- Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns; answer telephone calls, take messages and provide general class and student information to parents and others as assigned
- Provide routine first aid to injured students according to established procedures as needed; respond to medical emergencies and prepare related paperwork as appropriate
- Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned

OTHER REPRESENTATIVE DUTIES:

- Participate in training and professional development as needed
- Participate in staff meetings as requested; attend various in-service meetings as assigned; participate in parent conferences as requested
- Perform related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Knowledge of or ability to learn instructional strategies that are currently in use within the school to support early learners
- Basic concepts of child growth, development and developmental-behavioral characteristics
- Child guidance principles and practices
- Applicable sections of the Education Code
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Record-keeping techniques
- Classroom procedures and appropriate student conduct
- Operation of office, instructional and audio-visual equipment
- Health and safety regulations
- Early developmental index results for LBUSD and activities to support desired outcomes

Ability to:

- Reinforce instruction to individual or small groups
- Understand and relate to children with special needs
- Perform clerical duties and maintain records related to classroom activities
- Understand and follow oral and written directions
- Read, interpret, apply and explain school rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Work confidentially with discretion
- Operate office, instructional and audio-visual equipment
- Operate and maintain a variety of recreational apparatus and furniture, including student tables, bicycles and play equipment

- Communicate effectively both orally and in writing
- Follow and understand oral and written instructions without immediate supervision
- Organize activities and set priorities to meet established deadlines

MINIMUM QUALIFICATIONS

Education: A minimum of six (6) semester units of coursework in early childhood education or child development is recommended. Willingness to work towards additional early childhood education courses with District support.

Experience: One (1) year of experience working with preschool to kindergarten-aged students in a learning, childcare, or similar environment.

Licenses, Certifications, and other requirements:

- Must be at least 18 years or older
- Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Professional appearance that establishes an appropriate example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy to include communication with appropriate personnel of any concerns
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS

Environment:

- Indoor or outdoor school classroom or playground environment
- Moderate to intense noise level
- Outdoor weather conditions

Hazards:

- Exposure to blood-borne and bodily fluids

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions, and limitations of assigned duties

Special Requirements:

Applicants must successfully pass the skills test administered by the District, and speak, read, and write in English.