

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-HEAD START

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in providing care, supervision and learning activities to preschool age children in a Head Start preschool classroom environment; tutor individual or small groups of students; assist with planning and implementing a variety of activities to meet the needs and interests of children; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in providing care, supervision and learning activities to preschool and transitional kindergarten age children in a Head Start preschool classroom environment; provide children with proper examples, emotional support, friendly attitude and general guidance.

Assist assigned preschool teacher with the preparation of instructional materials and implementation of lesson plans; assist children with projects and assignments; read books to students as assigned; assist children with letter and word pronunciation and recognition.

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects.

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials; take and record attendance as required; provide classroom support to the teacher by setting up work areas, learning centers and displays as assigned; assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment; distribute and collect paper and supplies.

Observe and control behavior of children in the classroom according to approved procedures; monitor children during outdoor and meal activities as directed; assist with yard duty as assigned; assist in the observation and assessment of student skills and progress; report progress regarding student performance and behavior.

Monitor and interact with children during games, play, outings and recreational activities; oversee and assist with naptime functions.

Assist in shaping student's behavior, development of appropriate social and adaptive behaviors through positive reinforcement and other strategies; confer with teachers concerning programs and materials to meet the individual needs of special education and regular education students.

Operate a variety of classroom and office equipment including a computer, copier and laminator as assigned; type and input data into an assigned software program.

Maintain daily records related to students observations, attendance, daily logs, sign-in/out sheets, meal counts; participate in the preparation of Desired Results Developmental Profile (DRDP) assessment records.

Assist with providing support to children with special needs as assigned by the position; assist children with the development of self-help, social and hygiene skills; assist students with toileting accidents, changing diapers and soiled clothing as assigned by the position.

Escort students to and from designated locations as assigned; serve meals and refreshments to children and assist with students with meal activities.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; sanitize classroom and restrooms areas as needed; set up and set out toys, tables and mats.

Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to student activities and behavior.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured students.

Attend meetings and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of early childhood development.

Child guidance principles and practices.

Head Start preschool program and policies.

Classroom procedures and appropriate child conduct

Safe practices in classroom and playground activities.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic guided reading and intervention practices.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

First aid and CPR procedures.

ABILITY TO:

Assist in providing care, supervision and learning activities to preschool-age children in a classroom environment.

Assist with planning and implementing a variety of activities to meet the needs and interests of children.

Assist in the preparation of instructional materials and provide routine clerical support.

Sanitize and clean toys, tables, mats and other classroom areas as needed.

Learn guidelines and materials related to the reading program as assigned by the position.

Read books to students and assist with reading and writing activities as assigned.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain records and files.

Administer first aid/CPR.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent and completion of 12 semester units in Early Childhood Education (ECE)/Child Development (CD) from a regionally accredited college/university, including core classes of Child Growth & Development, Programs/Curriculum, and Child, Family, & Community.

Experience: Six months of experience in an instructional capacity in a child care and development program working as least three (3) hours per day within the last two (2) years.

LICENSES AND OTHER REQUIREMENTS:

Valid Pediatric First Aid and CPR certification

Valid California Child development Associate Teacher or higher permit or ability to qualify for the permit.

Valid Food Handler's Card

Immunization for Measles (MMR), Pertussis (T-dap), and Flu Shot

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.

HAZARDS:

Contact with dissatisfied or abusive individuals

Potential contact with blood and other body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.