BUENA PARK SCHOOL DISTRICT

EARLY LEARNING INSTRUCTIONAL ASSISTANT

DEFINITION:
Under the direction of an Early Learning Educator or designee, assist in planning, organizing, and implementing approved developmentally appropriate curriculum for the development of children enrolled in the District's early learning programs; provides a safe and nurturing learning environment conducive to the growth and development of all children; and other related work as required. This position may work a schedule consistent with the needs of the District's early learning programs, which may differ from the regular school district calendar and work schedule.

EXAMPLES OF DUTIES:
Provide assistance in the planning, organizing, scheduling and supervising of classroom activities, field trips, multicultural events, social experiences, parental involvement, and other related activities; assist in the preparation of educational materials and activities for children between the ages of eighteen (18) months and five (5) years of age; observe and supervise the children's use of equipment and materials; under the guidance or direction an Early Learning Educator or other designated supervisor, may be assigned to supervise the activities of a group of twelve (12) or fewer children; provide written observations on assigned children; assist in setting-up, organizing, and maintaining equipment and supplies, engage in the learning process with children and closely supervise them in the classroom and outdoors; enforce early learning program rules and expectations and use positive behavior intervention support strategies with children; maintain assigned work areas in a neat and orderly condition; and attend to the personal needs of assigned children, as necessary, including assisting with or changing diapers or soiled clothing; ensure the health and safety of children; follow health and safety procedures; provide first aid and care for ill or injured children; work cooperatively with others; attend staff meetings, conferences, and trainings; performs classroom clerical duties as needed; and performs other related duties as required or assigned.

QUALIFICATIONS:
Knowledge of:
Basic principles of early childhood development, including proper discipline applicable in a young childhood setting; safe practices for children ages eighteen (18) months to five (5) years of age while in the classroom and during playground activities; positive behavior management strategies and techniques; appropriate English usage, punctuation, spelling and grammar; basic arithmetic; basic record-keeping techniques and management procedures; interpersonal skills using tact, patience and courtesy; early learning and District philosophy, policies and procedures; health and safety procedures and techniques; second language ability desirable.

Ability to:
Ability to perform essential functions of the job with or without reasonable accommodation; learn, apply, and explain early childhood and District philosophies, policies, procedures, and guidelines; read, write and communicate effectively, in both written and oral form, in English; communicate effectively with a wide range of individuals, including children between eighteen (18) months to five (5) years of age and adults, demonstrating poise, patience and understanding; establish and maintain cooperative working relationships with children and adults; assist in the planning and implementing of a variety of activities to meet the needs and interests of children eighteen (18) months and five (5) years of age; coordinate and participate in activities with groups of children; use positive behavior intervention strategies to guide children's behavior; demonstrate cross-cultural understanding and respect; work independently and prioritize projects, maintain records, equipment and facilities in an effective manner; learn and administer first aid and CPR, as needed; provide for the safety, understand and follow oral and written directions.

EXPERIENCE:
Prior paid or volunteer experience working with children eighteen (18) months to five (5) years of age is desirable.

EDUCATION:
Equivalent to the completion of the twelfth grade.

Legally required to have completed six units (12 units preferred) of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college OR the completion of at least two units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college each semester or quarter following initial employment, and continuation in the educational program each semester or quarter until twelve units have been completed.

CERTIFICATE REQUIREMENT:
Must obtain within 30 days of employment a pediatric First Aid Certificate and pediatric CPR Certificate.

Range 16
10 month calendar – 184 days
12 month calendar – 246 days

Board Approved: 5/9/22