Child Care and Development – Instructional Assistant I

Purpose Statement:
The job of Child Care and Development – Lead Instructional Assistant, under general supervision, assists the Site Supervisor and other teaching staff with the planning and implementation of an age and developmentally appropriate curriculum. This is an entry-level position for childcare and development programs.

Essential Functions
- Assists, under close, ongoing supervision, with the planning and presentation of appropriate activities for the purpose of supporting the supervisor both in the classroom and on the playground, interacting with the children as appropriate.
- Assists in the classroom with the preparation of meals and snacks. Assists in maintaining a clean, safe and healthy environment for the children.
- Maintains, as instructed, required forms for the purpose of ensuring accurate records.
- Prepares instructional materials for presentation to the class according to the planned activities.
- Works with team members and volunteers for the purpose of assisting them in their duties and maintaining appropriate records.

Skills, Knowledge and Abilities:

SKILLS are required to perform single 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: moderate physical exertion associated with the ability to lift, carry, push, pull or climb; lifting and carrying an object weighing 50 lbs; mental acuity to interpret and implement rules relating to these programs; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time; facility to see and read, with or without vision aids, laws and codes, rules, policies and other printed matter and computer screens and printouts; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone; manual dexterity to dial a telephone and enter data into a computer; facility to speak in audible tones so that others may understand in normal conversations, and in training sessions and other meetings.

KNOWLEDGE is required to perform basic math; read and interpret instructions; and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: general growth and behavior patterns of young children; First Aid and CPR; age-appropriate activities involving literacy, pre-math, sports, games, arts and crafts.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others; analyze data utilizing defined and similar processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and work with data of similar types and/or purposes. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: understand and carry out oral and written directions; establish and maintain cooperative working relationships; relate to children in a positive, authentic manner, relate

to adults from all socio-economic and cultural backgrounds; perform a variety of classroom assistance duties and general clerical support.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
Job related experience is desirable

Education
High School Diploma or equivalent

Required Testing
Successful Completion of Pre-Employment Process
Basic Computer skills

Additional Qualifications
Ability to travel to other sites/locations

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses
Valid Driver's License

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision
Early Learning Manager

Salary Grade
Classified SalarySchedule Range 7

Work Year
193 Days