

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT (PRESCHOOL AND CHILD DEVELOPMENT CENTER)

JOB SUMMARY:

Under immediate supervision, performs duties of above average difficulty assisting in the operation of a Preschool or Child Development Center. May perform a variety of classroom support and clerical duties; and may provide services to students in a language other than English.

ESSENTIAL JOB FUNCTIONS:

- Assists the teacher by presenting developmentally appropriate activities (e.g. literacy, language, science, music, and art) to individual or small groups of children for the purpose of presenting and/or reinforcing learning concepts.
- Assists in preparation and distribution of instructional materials to be used by students.
- Maintains classroom equipment and work area for the purpose of ensuring availability of items and providing for a safe and positive learning environment.
- Supervises outdoor activities, such as wheel toys, sand box, water play, or climbing structure and participates in staff-directed games and activities.
- Assists the teacher in record keeping activities and assessment.
- Performs housekeeping duties related to activities such as art projects, cooking experiences, student meals, and as otherwise required.
- Accompanies children on educational field trips, and provides a supportive role to the children's physical, personal, and emotional needs.
- Supervises student meals & snacks, rest periods, and other activities as required.

ESSENTIAL PHYSICAL ACTIVITIES:

- Sufficient stamina and agility to stand, walk, run, sit, squat, bend, crawl, climb, twist, and reach on a daily basis to perform various activities in the classroom and playground area.
- Sufficient strength to lift, move, and/or carry a preschool-aged child up to 40 lbs. and various items in the classroom up to 25 lbs.; hearing sufficient to understand and engage in normal conversations; sufficient visual acuity to read text in a wide variety of typed/written formats and monitor student activities; clarity of speech sufficient to explain instructional concepts to children and discuss them with adults; mobility sufficient to visit other locations throughout the campus.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Minimum one year experience working with young children.
- Ability to establish and maintain effective working relationships with adults and children; perform a variety of above-average, complex tasks; understand and carry out oral and written instructions; prepare reports as required; use good grammar.

INSTRUCTIONAL ASSISTANT (PRESCHOOL AND CHILD DEVELOPMENT CENTER

Page 2

- Knowledge of correct language usage, spelling, grammar and punctuation. State law requires that all personnel working in an instructional setting must demonstrate high school proficiency in the areas of reading, writing and mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.
- Education requirement of graduation from high school or equivalent, preferably supplemented by two years college course work in child-care specialization or equivalent. Must have completed 6 units in Child Development or be willing to complete within one year of hire.
- Bilingual English/Spanish highly preferred.

Classified Salary Schedule: Range 12, 17

BOARD APPROVED: 06/12/2013

REVISION DATES: 06/08/2016