

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT-PARENT EDUCATION

JOB SUMMARY:

Under the immediate supervision of the Early Intervention Program Manager, the Instructional Assistant will provide center-and home-based family services through a program funded by the First 5 Commission of San Diego. The intent of the program is to promote good nutrition and health by involving parents and their children (ages two to four years) in a family-centered education program.

ESSENTIAL JOB FUNCTIONS:

- Recruits families for programs.
- Screens families to determine eligibility.
- Provides health education for parents and caregivers of children ages two to four in a community setting using an established curriculum.
- Makes follow-up home visits.
- Assists in surveying parents and community members.
- Participates in training and professional development.
- Assists with data collection and reporting.
- Participates in regular program meetings.
- Provides information on community resources to families.
- Maintains records of project participants and activities in which they participate.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to establish and maintain effective working relationships with adults and children of varying backgrounds.
- Perform a variety of above-average, complex tasks.
- Understand and carry out oral and written instructions; prepares reports as required; use of good grammar.
- Must possess a valid California driver's license and daily access to a reliable automobile.
- Must have a good driving record and maintain insurability under the District's insurance program.
- High school diploma or GED required.
- Must pass Instructional Assistant Proficiency Test.
- Must be bilingual (English/Spanish).