

CLASSIFIED JOB DESCRIPTION

**INSTRUCTIONAL ASSISTANT-SCHOOL READINESS
PROGRAM**

JOB SUMMARY:

Under the direction of the Coordinator of Student, Family, and Community Services, the Instructional Assistant-School Readiness Program will provide parents/guardians of children 3-5 years old, services and resources to ensure their children enter school ready to succeed.

The School Readiness Program is an integrated system of services that facilitates guided parent-child activities and research-based parenting classes.

ESSENTIAL JOB FUNCTIONS:

- Recruits and notifies parents/guardians of School Readiness opportunities for their children.
- Provides parents/guardians with information on community support services and resources.
- Facilitates parenting and “mommy and me” type classes.
- Conducts weekly school-based sessions, and/or home visits, with the purpose of modeling parenting skills and techniques to promote language acquisition, emergent literacy, and numeracy skills through interaction and play.
- Acts as a liaison between families, schools, community, and Family Resource Centers.
- Maintains inventory and record of project participants.
- Attends interagency and School Readiness staff meetings.
- Collaborates with fellow School Readiness staff to provide readiness activities for parents/guardians and children 3-5 years old.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High school diploma or GED required.
- Minimum of 6 units in Early Childhood Education and/or 2 years of experience working with children 3-5 years old.
- Ability to establish and maintain effective working relationships with adults and children of varying backgrounds.
- Perform a variety of above-average, complex tasks and other duties as assigned.
- Understand and carry out oral and written instructions; prepare reports as required; and use good grammar.
- Must possess a valid California driver’s license and daily access to a reliable vehicle. Must have good driving record and maintain insurability.

INSTRUCTIONAL ASSISTANT-SCHOOL READINESS PROGRAM

Page 2

- Bilingual English/Spanish preferred.
- Must successfully pass the Instructional Assistant Proficiency Test.

Classified Salary Schedule: Range 17
BOARD APPROVED: 7/16/02
REVISION DATES: 10/19/04
11/18/15
09/14/22
07/17/23
08/09/2023