



JOB DESCRIPTION

EARLY CHILDHOOD EDUCATION - INSTRUCTIONAL AIDE

Job Summary:

Under the general supervision of the classroom teacher and the Early Childhood Education Director, the instructional aide will perform a variety of tasks relating to the specific educational, physical and emotional needs of preschool children while adhering to all health and safety procedures of the district to ensure a safe and healthful environment.

Example of Duties:

1. Assist teachers in instructing small groups or individual students, including implementing strategies that support student individual learning plans.
2. Monitor the individual progress of children; keeps anecdotal notes of children's progress in student portfolio; works as part of a classroom team to plan daily curriculum, and the classroom environment.
3. Works with volunteers as they assist children in the classroom.
4. Assist children with washing, toileting and personal care.
5. Sets up snack and assists with children's serving of food and clean-up.
6. Assist teacher with the setting up of learning centers.
7. Assist teacher and students with transitions throughout the school day.
8. Reports cleaning, health, or safety concerns to teacher/and or director.
9. Assist teacher in monitoring children in all indoor and outdoor activities.
10. Participate in staff meetings and on-going professional development opportunities.
11. Perform other related tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Early childhood development
- Basic computer programs

Ability to:

- Understand, interpret and apply department rules, policies and materials relating to early childhood education.
- Maintain confidentiality.
- Operate a computer and use job related software.
- Understand and follow oral and written directions; project a mature, constructive, stable attitude in a classroom environment.
- Learn pertinent procedures and functions quickly and apply them without close and immediate supervision.

- Maintain consistent, punctual and regular attendance.
- Ensure students are supervised at all times.
- Understand basic concepts of the growth and development of preschool age children.
- Communicate effectively orally and in writing in both English and Spanish is preferred.

BASIC REQUIREMENTS

- Physician's Statement of Health.
- First Aid certificate
- Infant and Child CPR certificate
- TB clearance and fingerprint clearance.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Completion of 6 units of study in Early Childhood Education upon employment is desirable, but not required.
- If hired without 6 units in early childhood education, then the employee is required to obtain 6 early childhood education units within one year from the date of hire.
- Two years paid or volunteer experience working with preschool children is highly desirable.

Physical Requirements:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions. Physical Demands: Manual dexterity to operate a computer and related equipment and handle working with various materials and objects; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (continuously); Squat, kneel, push, pull, climb stairs (frequently); Lift and carry items to 10 pounds (continuously), to 25 pounds (frequently); Grasp/manipulate materials and supplies (frequently); Use vision, hearing and speaking (continuously).

In compliance with the Americans with Disabilities Act (ADA), the Romoland School District will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. RSD encourages both prospective and current employees to discuss potential accommodations with the Humans Resources.

Employment Status:

Classified Bargaining unit position

Work Year:

196 days (24-25 school year only)

Row:

1 - ECE Salary Schedule

Revised: 12/17/24

Board Approved: 4/18/23