

CLASS SPECIFICATION

INSTRUCTIONAL AIDE
TRANSITIONAL KINDERGARTEN (TK)

DEFINITION

Under the supervision of the principal, the direction of certificated personnel, and in collaboration with support staff, assists all students as directed, and performs other related duties as assigned.

REPRESENTATIVE DUTIES

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to educational partners as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Assist with daily instruction in the academic, social, and physical developmental areas of the curriculum, utilizing child development foundations, appropriate materials, and activities
- Assist in collecting evidence of student learning
- May assist in creating an effective environment for learning through current, functional, and attractive classroom displays, bulletin boards, and student centers
- May record data, document progress in daily logs, and communicate progress and concerns to appropriate certificated staff
- Assist with appropriate instruction based on student learning needs
- Assist with instructional services to students with special needs consistent with Individual Education Plans
- Utilize the classroom management plan that includes positive behavior supports needed to achieve an engaging and safe learning atmosphere in the classroom
- Assist in the maintenance and assurance of a clean, safe, attractive, and positive learning environment
- Assist students with basic care activities such as toileting, feeding, dressing, and grooming
- Supervise all students
- Collaborate and cooperate effectively with other professional staff members in assessing and helping students solve health, behavioral, social, emotional, and learning problems
- Maintain professional competence by participating in all offered professional development

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Effective oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Basic first aid

Ability to:

- Communicate effectively, in both oral and written form
- Implement educational experiences for children cared for in the transitional kindergarten (TK) classroom
- Assist with assessments and the maintenance of student records
- Implement positive learning activities for children
- Maintain a healthy and safe classroom environment
- Work independently with little direction
- Maintain regular attendance and punctuality

Education and Experience

- High school diploma or equivalent

Certificates

- Pediatric First Aid/Health and Safety Training certification desired

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing duties of this position, employees are subject to constant interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. There is possible exposure to bloodborne pathogens, body fluids, and communicable disease. Occasional work with sharp objects (i.e. scissors) may be required.

The physical demands of this position include the ability to sit for extended periods of time. This position requires walking and standing, as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling up to 40 pounds but may involve heavier objects up to 50 pounds with assistance. This position may require providing physical assistance to students of various weights. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom, and personal contact. Specific vision abilities including close vision, depth perception, and the ability to focus are required.

Approved: January 19, 2017

Revised: February 8, 2024