

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT-HEAD START (Range 14)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist in the supervision and instruction of preschool aged children (3 - 5+ years old); performing classroom clerical tasks; assisting children in meeting health care needs and developing children's daily living skills.

#### **REPRESENTATIVE DUTIES:**

Provides individualized educational, nutritional, and health and safety activities for children. *E*

Provides individualized activities to support IEP/IFSP goals and social-emotional activities. *E*

Assists teacher with lesson planning, parent conferences and home visits. *E*

Assists with learning experiences that will further physical skill, enhance language ability, guide social development, foster emotional development and develop creative abilities as set forth in the Head Start Performance Standards. *E*

Assists preschool aged children (e.g. feeding, changing diapers, toileting, etc.) for the purpose of providing appropriate care to children and maintaining a clean and orderly classroom environment. *E*

Organizes indoor/outdoor, quiet/active play activities appropriate to age group for the purpose of actively participating with children on scheduled hours and days. *E*

Cleans work areas (e.g. changing tables, cribs, sinks, linens, food service areas, etc.) for the purpose of maintaining a sanitary environment. *E*

Assists with the implementation of emergency procedures and first aid for the purpose of meeting immediate health care and safety needs of children. *E*

Facilitates sign-in procedures at the site (e.g. receives and delivers children directly from/to parents or designee) for the purpose of ensuring safety of children and meeting program requirements. *E*

Assists in food service (e.g. receive, set up/serve meals and snacks) for the purpose of meeting the nutritional needs of children as required. *E*

Completes daily documentation such as observations, incidence reports, etc. *E*

Performs record keeping and clerical functions (e.g. scheduling, copying, filing, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials. *E*

*E* = Essential Duty

Created August 20, 2018

Attends required training to keep up-to-date on child development, assessments policies and procedures. *E*

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Effective child guidance practices and principles.

Child growth and development.

Children, family, community, and program/curriculum used in early childhood education.

Basic needs and characteristics of pre-school children.

Classroom health and safety regulations.

Basic subjects taught in the primary grades, including arithmetic, reading and writing.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Copy machines and instructional equipment.

Basic first aid techniques.

**ABILITY TO:**

Comply with all provisions of State and Federal regulations as outlined in California Code of Regulations Title 5 and Title 22.

Assist teacher with instructional and playground activities.

Learn constructive play and instructional activities appropriate for preschool-aged children.

Learn child guidance principles and practices.

Work effectively with individuals and groups of preschool-aged children.

Work cooperatively with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work confidentially with discretion.

Use basic job related equipment.

Follow written and oral instructions.

Maintain classroom in a clean, sanitary, orderly and safe condition.

Assist children with personal needs.

Perform routine clerical duties.

Administer basic first aid.

Perform job safely.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent, a Child Development Permit at the Associate Teacher level or above and some experience working with pre-school aged children.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid/CPR certificate.

**WORKING CONDITIONS:****ENVIRONMENT:**

Classroom environment.

**PHYSICAL ABILITIES:**

Standing for extended periods of time.

Significant lifting and carrying up to 50 pounds.

Significant stooping, kneeling, crouching

Pushing and/or pulling.

Some climbing and balancing.

Bending at the waist to assist students.

Reaching overhead, above the shoulders and horizontally.

Hearing and speaking to exchange information.

Seeing to monitor student activities and behavior.

Dexterity of hands, wrists and fingers to demonstrate activities and prepare materials.

**HAZARDS:**

Exposure to communicable diseases.