



# Excellence for all.

## Job Title: Instructional Assistant – TK/K

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**Basic Function:** Under the direction of a certificated teacher and the assigned site administrator, is responsible for providing to pre-kindergarten aged children a developmentally based program which is designed to prepare them for a successful transition to kindergarten.

### **Distinguishing Characteristics:**

The Instructional Assistant family of job descriptions clarify how each job within this classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. These differences can be attributed to the level of student need and dependence upon the adult and/or the level of training and skill required to meet the need of the student population.

**Instructional Assistant – TK/K** provides support as described in the “Basic Function” for the students with needs ranging from academic, frequent interactions and guidance, as well as possible toileting assisting. While these classroom assignments are general education, given the age of the students, attention spans tend to require frequent monitoring and changing of groups and activities.

### **Representative Duties:**

#### Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Directs students through a variety of experiences to enhance the students' ability to begin school ready to learn in all curricular areas.
- Assist in planning for and providing individualized daily programs of activities appropriate to the developmental level of the children in the areas of language acquisition and social and self-help skills.
- Assist in conducting individual parent conferences about students' growth and development.
- Observe and control behavior of students according to approved procedures, report progress regarding student performance and behavior to the classroom teacher.
- Perform a variety of clerical duties such as preparing, typing, cutting, and duplicating instructional materials.
- Provide support to the teacher by preparing for daily activities, setting up work areas, displays and exhibits, and distributing and collecting paper, supplies and materials; assist with gathering materials for projects and preparing handouts, folders, and classroom worksheets.
- Assure the health and safety of students by following health and safety practices and procedures.
- Assist in rendering various forms of personal care such as toileting, diapering, dressing, undressing, bathing, and grooming.
- Direct group activities of students as assigned; assist in supervising lunchroom and assisting students with accessing their meals; supervise playground activities as assigned; accompany students on field trips as assigned; and accompany students in transitioning from one area to another.
- Assist in planning and conducting a daily program of integrated curricular and learning experiences to children in a comfortable and safe atmosphere.
- Communicate effectively and professionally and collaborate with educational partners.
- Attend parent education meetings, workshops, and program training as needed.
- Provide work direction to volunteers assigned.

#### Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

#### **Knowledge and Abilities:**

##### Knowledge of:

- District standards excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Basic child development principles and practices.
- Basic subjects taught in District Early Educational classrooms.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Basic command of the English language
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- Classroom procedures and appropriate student conduct.
- Operation of current technology

##### Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Assist with instruction and related activities in a classroom, physical education program or assigned learning environment.
- Reinforce instruction to individual or small groups of students in an assigned subject area as directed by the teacher.
- Print and write legibly.
- Understand and follow oral and written directions.
- Learn the procedures, functions, and limitations of assigned duties.
- Communicate effectively with students, staff, and the public.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate clearly and professionally both orally and in writing.
- Monitor students according to approved policies and procedures.
- Supervise, intervene, and report on student behavior to the classroom teacher.
- Operate instructional and office equipment.
- Assist in administering basic first aid.

**Education/Experience:** Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above and successful completion of the Merit examination process is required. Typically, this would be gained through: Graduation from high school or equivalent and some experience working with children, adolescents, and young adults in an organized educational or childcare setting is desirable.

#### **ESSA Requirement:**

In accordance with Every Student Succeeds Act of 2015 (ESSA), paraprofessionals are required to have a high school diploma or its equivalent and demonstrate proficiency in reading, writing, math, and classroom instruction. Employees are required to meet the requirements either by holding an AA degree or higher, having 48 units from an institution of higher education, or by demonstrating, through local assessment, the knowledge of and ability to assist in the instruction of reading, writing and mathematics.

**Licenses and other requirements:** Some positions in this classification may require the ability to speak, read, and write in a designated second language.

**Working Conditions:**

Environment: Work is performed indoors with some outside work with exposure to weather conditions during outdoor activities and/or field trips. Classroom or other learning environment.

Physical Demands: Hearing and speaking to exchange information. Seeing to monitor students and read a variety of materials. Bending at the waist, kneeling or crouching to assist students. Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods of time.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

**Salary Range:** 114

**Adopted by Personnel Commission:** May 25, 2022

**Personnel Commission Classification/Compensation Study Approved:** July 12, 2023