

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: PRESCHOOL INSTRUCTIONAL ASSISTANT

BASIC FUNCTION:

The preschool instructional assistant is under the direction of the preschool teacher, assists with the implementation and maintenance of a quality preschool program; assists in providing instruction to individuals or small groups of students; provides a safe and nurturing environment for the growth and development of children cared for in the preschool program; involves parents and families in student activities; monitors and reports students progress.

REPRESENTATIVE DUTIES:

Prepares and follows lesson plans for small group instruction as directed by the teacher in accordance with established policies and formats; plans and provides instruction and activities for children indoors and outdoors. *E*

Assists in implementing the Desired Results performance standards and assures compliance with all state, licensing, and district regulations and requirements. *E*

Provides instruction to small groups of students or individuals as directed by the teacher; monitors, evaluates and reports progress of students. *E*

Assists in meeting compliance standards for the National Association for the Education of Young Children accreditation. *E*

Assists in the preparation of classroom materials and activities. *E*

Models standards of behavior and uses a positive approach while working with children, staff and parents; models family-style meals with students. *E*

Collaborates with the teacher and support staff in providing support for children with challenging behaviors. *E*

Supports parents and families in student activities; assists with parent conferences as assigned. *E*

Maintains and assures a clean, safe, attractive and positive learning environment; performs light housekeeping duties; assesses the appropriate use of materials and equipment for preschool-aged children. *E*

Provides routine first aid to students as needed; follows medical procedures in accordance with specific medical instructions. *E*

Operates a variety of office and instructional equipment; operates kitchen equipment and utensils. *E*

Assists with setting up and cleaning of snack materials; and assist children with toileting; assist students with cleanliness as needed. *E*

Participates in training as assigned and other meetings as assigned. *E*

Performs other duties as assigned. *E*

The preschool instructional assistant is to adhere to federal and state regulations, board policies, and related regulations that pertain to the particular assignment.

The preschool instructional assistant is responsible to the coordinator of the preschool program or designee.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Current concepts used in Early Childhood Education.
- California Department of Social Services Licensing requirements.
- California Child Development Division assessments and compliance criteria.
- National Association of the Education of Young Children accreditation standards.
- District safety policies and procedures related to disaster preparedness.
- Program policies, practices, and philosophy.
- Basic child psychology and development.
- Health, safety and nutrition requirements of children.
- Appropriate safety precautions and procedures.
- Methods of observing and recording child behavior.
- Oral and written communication skills.

ABILITY TO:

- Plan, develop, organize and implement educational experiences for children.
- Develop and maintain effective relationships with children.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Work interpersonally with staff and parents using tact, patience and courtesy.
- Interact with children and adults effectively.

Maintain confidentially.
Communicate and exchange information effectively both orally and in writing.
Maintain a healthy and safe environment.
Work independently with little direction.
Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and 6 Units of ECE, Early Childhood Education, or Child Development.

WORKING CONDITIONS:

Typical school classroom and playground environment. Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate assigned equipment and demonstrate activities; sitting or standing for extended periods of time; bend, kneel or crouch to assist students; sit on floor with children; reach overhead, above the shoulders and horizontally; lift and carry moderately heavy objects or children; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials; and to accomplish assigned tasks of the job.

Legal Reference: California Education Code, Section 44660-44664
Policy Adopted: June 14, 2011