

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-PRESCHOOL (Range 13)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist instructors in care, supervision and learning activities in the classroom and on the playground of preschool aged students.

REPRESENTATIVE DUTIES:

Assist teachers in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students. *E*

Assist in preparing materials for art projects and other instructional activities; provide assistance to children and promote interest in activities and learning centers. *E*

Organize and supervise students in playground activities; assist in supervising rest and nap periods; clean children, clothes and facility as necessary; change diapers, pull-ups, or clothing related to toileting for students. *E*

Maintain classroom in a sanitary, neat and orderly manner. *E*

Serve as a role model and encourage and support students. *E*

Assist with snacks and lunch as appropriate; clean serving area after meals. *E*

Perform clerical routine duties such as filing and duplicating instructional materials as assigned. *E*

Participate in meetings, conferences and in-service training programs as assigned. *E*

Assure the health and safety of children by following health and safety practices and regulations. *E*

Assist with testing children as assigned.

Participate in field trips, home visits and shopping activities as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic needs and characteristics of preschool children.

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

Interpersonal skills using tact, patience and courtesy.
Operation of duplicating machines and instructional equipment.

ABILITY TO:

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.
Maintain classroom in a clean, sanitary, orderly and safe condition.
Assist children with personal needs including changing diapers, pull-ups, or clothing related to toileting.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with preschool aged children.

LICENSES AND OTHER REQUIREMENTS:

Incumbents must complete 6 semester units or equivalent quarter units of Early Childhood Education by the end of the first year of employment.

Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL ABILITIES:

Standing for extended periods of time.
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 wrists, hands and fingers to demonstrate activities and prepare materials.

HAZARDS:

Exposure to communicable diseases.