



## Preschool Instructional Assistant

Department/Division:	Educational Services
Reports To:	Director of Preschool & Early Ed. Prgms.
Provides Support To:	Not applicable
Classification Status:	Classified
Date Prepared:	August 20, 2025
Board Adopted:	December 18, 2025

### **POSITION DESCRIPTION:**

Under the direction of the Director of Preschool & Early Education Programs, the Preschool Instructional Assistant assists the Lawndale State Preschool Teacher in the instruction, support, and care of preschool age children in individual or small groups within the classroom, common areas, and playground. Supporting a developmentally appropriate instructional program, this role aligns with Lawndale Elementary School District's commitment to fostering a just, accessible, and diverse learning environment by implementing culturally responsive learning through the principles of Universal Design for Learning (UDL). As a key contributor to early education, the Preschool Instructional Assistant ensures that all students, regardless of background, ability, or learning style, have equitable access to meaningful early learning experiences.

### **ESSENTIAL DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Instructs small groups of students, reinforcing instruction as directed by the teacher while supporting differentiated instruction based on students' developmental needs, cultural backgrounds, and learning abilities.
- Provides one-on-one and small group support to students needing additional academic or behavioral assistance, and supports an engaging and accessible learning environment that accommodates all learners.
- Assists instructors in administering a variety of informal and formal assessments or tests using a variety of screening tools as directed by the teacher.
- Reports progress regarding student performance and behavior
- Promotes multilingual development and emergent bilingual learners by incorporating diverse language supports and strategies.

- Prepares lessons as directed by the teacher; monitors and scores a variety of assignments/assessments
- Assists teacher in the implementation of the California Preschool/Transitional Kindergarten Learning Foundations (PTKLF) in supporting language development, early literacy, numeracy, and social-emotional development lesson plans by providing positive, developmentally appropriate learning experiences for children.
- Participates in required meetings and in-service training programs as assigned.
- Provides input for student assessments and parent-teacher conferences by sharing observations on student growth, engagement, and participation.
- Assures the health and safety of students by following health and safety practices and procedures.
- Assists with toileting, handwashing, changing of soiled clothing and other self-care routines as needed.
- Maintains a clean and sanitary toileting area, following best practices for hygiene and infection control.
- Treat children with dignity and respect.
- Maintains professional confidentiality regarding students, families, and staff.
- Observes, manages, and reinforces positive behavior strategies aligned with the district's Positive Behavior Interventions and Supports (PBIS) program and State Preschool Handbook.
- Encourages peer awareness and social interaction through play and group projects play-based, inquiry-driven, and hands-on activities using the Universal Design for Learning (UDL) principles to create flexible, accessible learning experiences that support diverse learners, including multilingual learners and students with disabilities.
- Provides support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, technology, operating educational training equipment and distributing and collecting paper and supplies.
- Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Knowledge of child development principles, early literacy, and numeracy foundations.
- Commitment to inclusive educational strategies.
- Strong communication skills to collaborate effectively with students, families, and staff.
- Ability to integrate culturally responsive teaching practices into daily interactions and curriculum.
- Knowledge and understanding of the developmental stages of young children
- Knowledge of Mandated Reporting mandates
- Successful experience working with preschool students
- Safe practices in classroom activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Knowledge and experience in the development of lesson plans.
- Bilingual Spanish/English preferred

## **ABILITY TO:**

- Assist Preschool Teacher with instruction in prescriptive learning activities.
- Print and write legibly.
- Understand and follow oral and written directions.
- Communicate effectively with children and adults.
- Read, interpret and follow rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with others.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Support and redirect students according to approved policies and procedures aligned with the district's PBIS practices and State Preschool Handbook.
- Appropriately and safely operate instructional and office equipment.

## **EDUCATION AND EXPERIENCE:**

- A high school diploma
- 12-24 semester units in Child Development or Early Childhood Education or qualify for AA degree in Early Childhood Education or related field preferred.
- Child Development Permit required
- At least one year of experience working with preschool-age children

## **OTHER REQUIREMENTS:**

- Possession of a valid California Driver's License
- Proof of Immunization Verification (Senate Bill 792):
- Required Immunizations; Pertussis, Whooping Cough, Measles & Influenza (flu)
- Proof of TB Clearance
- Proof of Health Screening Report
- CPR/First Aid Certification

## **ENVIRONMENT**

Preschool Instructional Assistant will work in a classroom, playground, or indoor/outdoor learning environments including but not limited to multipurpose rooms, cafeterias, libraries and field trips, with the noise level ranging from quiet or moderately loud. The employee occasionally drives to District sites and training locations, using personal automobile.

## **PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### **Physical Demands:**

While performing the duties of this class, employees are required to constantly sit and/or stand for periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk, bend and stoop, and to grasp, lift and move objects typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision

and the ability to adjust focus

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret student data, classroom data and assessments for program effectiveness, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; monitor work with individuals, small groups of students, and parents; work with frequent interruptions; work under deadlines; and interact with District and program personnel, managers, staff, vendors, school administrators, the public, and others encountered in the course of work

Board Policy 4030: The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers, and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.