

**CLASS SPECIFICATION**  
**Instructional Assistant- Preschool Inclusion**  
Range 29

**GENERAL PURPOSE**

Under general supervision, provides instruction to individual or small groups of students in regular education and students with learning disabilities in an inclusion preschool class in accordance with the prescribed course of instruction; observes, monitors and records student behavior and performance; assists teachers in maintaining student academic and attendance records; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Preschool Inclusion Instructional Assistants are responsible for tutoring and providing instruction to individuals and small groups of students in regular education and students with learning disabilities in an inclusion preschool class. Work assigned to a Preschool Inclusion Instructional Assistant requires knowledge of working with students with special learning needs as well as regular education students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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 this class. There will typically be an assigned schedule for these duties.

1. Works with and tutors individual and small groups of regular education students and students with learning disabilities in a classroom to reinforce class lessons, improve the level of remedial skill areas and assist students in completing class assignments; monitors students while they are completing drills, practices and assignments; assists with and supervises students working at classroom learning centers; may provide translation for students during class lessons to reinforce understanding.
2. Observes, monitors and records student performance and behavior; assesses a student's learning needs based on their performance in individual or group tutoring sessions; takes anecdotal records and notes to document each child's progress and growth; assists teachers with student assessments and provides recommendations to teachers on methods to differentiate instruction among diverse learners.
3. Assists teaching staff in planning daily classroom activities, plans, gathers, prepares and sets up basic instructional materials; sets up work areas, displays, exhibits and bulletin boards; operates audiovisual equipment; distributes and collects materials and supplies.
4. Assists in supervising and monitoring children's activities; takes attendance; signs children in and out; supervises playground activities; may assist children entering and leaving school buses' accompanies classes on field trips.
5. Assists with lunch and snack preparations; orders and picks up meals from the cafeteria; sets out meals and utensils; sits with an assigned group of children at meals to introduce and encourage family-style eating and to model healthy eating habits.
6. With teacher guidance and direction, prepares educational materials and equipment for classroom use; operates instructional equipment; sets up and prepares classroom bulletin boards, work areas, displays and exhibits; checks in and out student supplies and materials; maintains inventory of books, audiovisual and other classroom materials; submits orders for classroom supplies.

7. Oversees student activities and assists in observing and controlling student behavior; assists with student discipline and conflict resolution; covers the classroom as needed; supervises students during nutrition breaks and yard time; escorts students as needed; accompanies classes on field trips to assist in supervising students.
8. Performs general clerical duties in support of the classroom; duplicates and files student documents and records; answers the classroom phone and places calls for the teacher; types letters and memos; sends faxes; creates new files and alphabetizes records; laminates materials; runs errands and makes deliveries for the teacher.
9. Coordinates meeting arrangements; provides translation for parents and teachers during conferences, meetings and interviews.
10. Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students; assists in cleaning the classroom and class supplies and equipment; supervises children to prevent injuries; may provide basic first aid as needed; assists children in washing their hands to encourage hygienic behavior; may wash and dress children in the events of an accident; may need to diaper children.

### **OTHER DUTIES**

1. Attends a variety of meetings, workshops and seminars as requested.
2. Assists teachers in mainstream classrooms with special education students as needed.
3. Assists in preparing student rosters.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Practices and methods of instruction, care and supervision of young children.
2. Basic concepts of child development and child behavior patterns of preschool-aged children.
3. Procedures and practices of classroom and playground safety.
4. Correct English usage, including spelling, grammar and punctuation.
5. Administrative practices and procedures, including record keeping and filing practices and procedures.

#### **Ability to:**

1. Operate a computer and other standard office equipment.
2. Instruct and encourage learning in preschool-aged children.
3. Organize, set priorities and exercise sound judgment within areas of responsibility.
4. Organize and maintain confidential student records and files.
5. Communicate clearly and effectively orally and in writing.
6. Understand and follow written and oral instructions.
7. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
8. Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work.
9. Maintains job punctuality and regular attendance.

### **Education, Training and Experience:**

The applicant must have one of the following: Associates degree (or higher) from an accredited institution of higher learning, or 48 semester transferable units or successfully completed a District approved test ie (CODESP, or CBEST). Applicants must also include a verification of High School diploma/G.E.D if Associates degree is not submitted. Possession of the knowledge and abilities listed above. Crisis

Prevention Intervention (CPI) Certification or ProACT Certification or ability to earn certification within 90 days of employment

**Licenses; Certificates; Special Requirements:**

Completion of 12 post-secondary semester units or equivalent quarter units in early childhood education or child development from an accredited or approved college or university which includes courses in child or human growth and development, child and family or child, family and community program curriculums. Must possess a valid First Aid & Infant/Child CPR certificates.

The Child Development Assistant Permit is issued for five (5) years and is renewable for successive five-year periods. Renewable requires completion of one-hundred and fifty (150) hours of professional growth.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

A current Community CPR/First Aid Certificate.

**PHYSICAL AND MENTAL DEMANDS**

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

**Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in a classroom setting, and the noise level varies.

Board Approved: November 21, 2019