

**FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL COMMISSION**

**EARLY CHILDHOOD EDUCATION - INSTRUCTIONAL ASSISTANT
PRESCHOOL AND TRANSITIONAL KINDERGARTEN**

JOB SUMMARY:

Under the general direction of an assigned administrator, assists with training and learning activities for early childhood education, preschool, and transitional kindergarten. Provides basic clerical support and other types of supportive activities for instructional personnel.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other instructional assistant classifications in that the primary responsibility is working with students in early childhood education, preschool, and transitional kindergarten.

EXAMPLES OF DUTIES:

- Assists teachers in creating and maintaining a learning environment designed to develop the physical, cognitive, emotional, creative, language, and social skills of early childhood-aged students; facilitates learning experiences that promote autonomy, interaction, and choice.
- Supervise students in groups or individually under the direction of and in collaboration with the teacher; monitor students on the playground; assist with supervising students during arrival and dismissal, recess, and/or lunch breaks, as needed.
- Assist with data collection and entry of student observations, writing anecdotal notes
- confers with teachers on assigned subjects to ensure coordination of instructional efforts; reinforces and follows-up learning activities;
- directs students into safe learning activities and functions and assists in shaping appropriate social behaviors;
- assists in the management of student behavior through the use of positive reinforcement strategies and techniques;
- assists in the development of a variety of instructional materials and learning aids; operates and assists students in the operation of a variety of instructional media;
- monitors and assists in the remediation of specific learning problems;
- maintains or assists in maintaining an orderly, attractive, and positive learning environment; may assist in the development of communication skills with children who experience language and hearing disorders;
- may prepare students for going home and supervise bus loading;
- maintain and file student records, attendance reports, and files, including confidential student records and information;
- performs a variety of regular clerical duties, such as filing, typing, word processing, or duplicating materials.

- May perform other related duties as assigned for the purpose of ensuring the safe, efficient, and effective functioning of the site.
- Assist when necessary with physical activities, including diapering, toilet training, feeding, and other self-help skills;
- First aid and cardiopulmonary resuscitation (CPR) certificate from the American Red Cross is preferred.
- Assist with snacks and meals, adhere to meal service guidelines as appropriate, set up plates and meals, and clean the serving area after meals as needed.
- Participate in professional development and training sessions as assigned; attend staff meetings as assigned.
- Assist in administering routine first aid to students as needed; assist with administering medications, in accordance with specific medical instruction when directed, which may include aiding children experiencing seizures or respiratory problems;
- requests appropriate assistance for serious pupil injury or illness;

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school or GED is required.

Must also show sufficiency in educational requirements by meeting one of the following requirements of the Every Student Succeeds Act of 2015 (ESSA), formerly known as the No Child Left Behind Act of 2001 (NCLB):

- Possession of two years of higher education (i.e., 48 units or more); **Or**
- Possession of an Associates Degree or higher from an institution of higher learning accredited as recognized by the Council for Higher Education Accreditation; **Or**
- Possession of proof that indicates you have passed the California Basic Educational Skills Test (CBEST); **Or**
- Obtain a passing score on the Fullerton School District Preliminary Instructional Assistant Proficiency Assessment
- Training or coursework in child growth and development, behavior management, developmental motor training, first aid, CPR, or related field desirable.

Experience: Recent experience in working with Transitional Kindergarten and Pre-K aged children.

Background & Health Clearance Requirements: Criminal Records (e.g. Live Scan Fingerprinting), Tuberculosis (TB) test and immunization clearances.

Knowledge of: The basic methods of instruction.

Ability to: Work effectively with students from transitional kindergarten to pre-kindergarten level; maintain effective and harmonious working relationships with students, fellow employees, teachers, and administrative staff; follow oral and written instructions; keep

simple records; read at a level equivalent to standard newspaper items addressed to the general reader. Learn and administer first-aid, and CPR techniques.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this special education instructional assistant series. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department/student assignment.

Work Environment: While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The employee’s primary responsibility is working with students in Transitional Kindergarten and Pre-Kindergarten Early Childhood Education. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and the public. The noise level is moderate.

Physical Demands: The physical demands of this position include sitting and standing for extended periods of time. Dependent on class/student assignment the employee may occasionally lift, push, pull and/or move up to 50 pounds. Repetitive bending at the waist as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run in instructional equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is also required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Instructional Assistant/Transitional Kindergarten and Pre-Kindergarten Early Childhood Education Personnel Action	Personnel Action Date
Adopted by the Personnel Commission	1/26/2026