Job Description
Mt. Diablo Unified School District

Instructional Assistant - Transitional Kindergarten

PURPOSE

Under the supervision of a certificated TK teacher and site administrator, the Transitional Kindergarten (TK) Instructional Assistant supports the implementation of a developmentally appropriate curriculum for 3, 4, and 5-year-old students. This role involves assisting in classroom instruction, supervising students, and performing tasks to enhance the learning environment.

SUPERVISION

Reports to: Site Administrator

ESSENTIAL FUNCTIONS

- Supports students in developing fine and gross motor skills through structured activities.
- Monitors and guides student behavior, promoting positive interactions and adherence to classroom norms.
- Prepares and organizes instructional materials, learning stations, and classroom displays.
- Performs clerical duties such as maintaining records, filing, and duplicating materials.
- Participates in staff meetings and professional development sessions as needed.
- Operates standard office equipment and applicable software systems (Google Workspace, etc.).
- Ensures compliance with applicable laws, regulations, policies, and procedures
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the classroom.
- Assist students with age-appropriate use of classroom technology and digital learning tools.
- Supports the teacher in supervising and implementing instructional activities that align with the California Preschool Transitional Kindergarten Learning Foundations (PTKLF).
- Facilitates engaging activities that enhance early math, science, and language skills, encouraging critical thinking with questions aligned to the lesson plan.

- Helps coordinate and implement organized play during lunchtime and recess, suitable for the students' age and development.
- Monitors and reports student progress regarding academic performance and behavior.
- Supports students with hygiene needs, including toileting, cleaning, and changing clothes, to maintain high standards of sanitation and comfort.
- Provides differentiated, student-centered tutoring for individuals and small groups, fostering physical, intellectual, emotional, social, and language development, under teacher supervision.
- Communicates with teachers, students, and faculty to ensure a safe, inclusive, and enjoyable environment.
- Supervises student meals, snacks, rest periods, and other assigned activities.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Education:

- High school diploma or equivalent required. College Courses in early childhood education are preferred.

Experience:

- Experience working with young children in educational settings is preferred

Required Knowledge:

- Child development principles specific to preschool and early elementary-aged children (especially ages 3–5).
- Age-appropriate instructional strategies, learning activities, and play-based curriculum used in a TK classroom.
- Basic academic subjects, including beginning reading, early math concepts, and early science exploration.
- Safety and emergency procedures, including first aid and child supervision protocols.
- Techniques for managing behavior using positive reinforcement and conflict resolution strategies.
- School and classroom procedures, routines, and expectations.
- Cultural sensitivity and inclusive practices that support diverse learners and families.

Required Abilities:

- Relate warmly and effectively to young children and build trusting relationships with them.
- Understand and follow oral and written instructions with minimal supervision.
- Demonstrate patience, empathy, and flexibility in a dynamic and sometimes unpredictable classroom environment.
- Work collaboratively with teachers, specialists, and other support staff as part of a cohesive team.
- Maintain confidentiality regarding student records, behaviors, and family information.
- Supervise students in a variety of settings and remain attentive and proactive in ensuring safety.

Required Skills:

- Assisting with the implementation of teacher-led activities and adapting support based on student needs.
- Using effective communication strategies with students and staff.
- Organizing classroom materials and managing multiple tasks.
- Observing and documenting student progress, participation, and behavior. Operating standard classroom and office equipment, such as laminators, copiers, computers, and tablets.

WORKING CONDITIONS

Work Environment:

- Work is performed in a classroom setting with frequent interaction with young children.
- Regular outdoor supervision of Transitional Kindergarten students (e.g., playground and field trips) is expected.

Physical Demands:

- Stand and walk for extended periods (up to 6–8 hours with breaks).
- Bend, kneel, squat, and sit on the floor to interact with students at their level.
- Reach overhead and stoop repeatedly in a classroom setting.
- Use hands and arms to operate learning tools and classroom equipment.
- Lift, carry, push, or pull up to 25 pounds on a regular basis (e.g., moving classroom supplies, lifting students as necessary).

- Move quickly and safely in emergency situations, including assisting students with evacuation procedures.
- Engage in physical play activities with children, including running, jumping, and climbing, during recess and gross motor time.

LICENSES AND OTHER REQUIREMENTS

- CPR/First Aid certification
- DOJ/FBI fingerprint clearance
- TB test clearance

Classification: Classified

Salary Range: Classified Salary Schedule, Range 388
FLSA Status: Non-Exempt
Bargaining Unit: CSEA

Date Adopted: February 11, 2026