BUENA PARK SCHOOL DISTRICT
CLASSIFIED BARGAINING UNIT
CSEA RANGE 13
10-MONTH POSITION

INSTRUCTIONAL ASSISTANT - TRANSITIONAL KINDERGARTEN

DEFINITION

Under general supervision, the Instructional Assistant - Transitional Kindergarten independently performs a variety of instructional activities and transitional growth support duties for transitional kindergarten students; assists in the conduct of intensified learning experiences; assists instructional personnel in the classroom with material preparation, organization, and related supportive tasks**;** and does other related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the other Instructional Assistant classifications in that it primarily supports students transitioning into Kindergarten either directly in the Transitional Kindergarten (TK) program and/or in the early stages during the school year as students transition into Kindergarten.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision and reports to the School Principal, Program Supervisor, Director, and/or other assigned administrator (depending on specific assignment) and receives regular direction and professional leadership support and guidance from a classroom teacher or other lead program professional as aligned with the classroom or program to which they are assigned. This is a paraprofessional instructional support position and does not oversee or provide supervision to other staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

- Assists instructional personnel with the presentation of instructional materials and in the conduct of instructional exercises;
- Tutors individual and small groups of students to reinforce and follow up learning activities;
- Monitors and assists students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
- Directs students into safe learning activities and functions, and assists in the shaping of appropriate social behaviors;
- Assists in the management of student behavior through the use of positive reinforcement strategies and techniques;
- Assists instructional personnel in the classroom with a variety of duties aligned with the preparation and organization of instructional materials and learning aids for use with individual or small groups of students;
- Supports instructional personnel with a variety of data collection, data entry, and student and instructional recordkeeping in the classroom;

- Operates and assists students in the operation of a variety of instructional media equipment**;**
- Supports the administration of student testing and assessments and related recordkeeping;
- Supports the classroom recordkeeping and distribution of textbooks, instructional materials, supplies and equipment;
- Administers routine first aid and requests assistance for non-routine injury or illness;
- Maintains or assists in maintaining an orderly, attractive and positive learning environment;
- Assists and instructs students with personal hygiene and transitional growth skills, including but not limited to eating and toileting, diapering, and dressing; assists students in accordance with their specific written student toileting/diapering action plan, when applicable;
- Participates in parent conferences, as requested.

QUALIFICATIONS

Knowledge of:
- Basic concepts of child growth and development, and developmental behavior characteristics;
- Student behavior management strategies and techniques;
- Appropriate English usage, punctuation, spelling and grammar;
- Basic arithmetical concepts;
- Routine record management, storage and retrieval systems and procedures.

Ability To:
- Ability to perform essential functions of the job with or without reasonable accommodation;
- Demonstrate an understanding, patient and receptive attitude toward elementary aged students;
- Communicate effectively in oral and written form; perform routine clerical tasks and operate educational and office related machines and equipment;
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with children and adults.

Education & Experience:
Any combination equivalent to:

Education: Equivalent to the completion of the twelfth grade *(required)*, supplemented by training or course work in child growth and development, instructional technology, or a closely related field *(desirable)*.

Federal & State Law Additional Requirements:

All instructional support paraprofessionals must meet one of the three criteria:

- Possession of an associate's degree or higher,

- Completion of at least two years of college (48 units), or
- Pass a local or state assessment demonstrating proficiency in reading, writing, and mathematics skills.

Experience: One year of paid or volunteer experience working with elementary age children.

Licenses & Other Requirements: Must obtain within six (6) months of employment a first aid certificate issued by the American Red Cross.

WORKING ENVIRONMENT

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 general instructional assistant category. 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 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 a transitional kindergarten classroom and /or instructional environment. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and public. The noise level is moderate.

Physical Demands: The physical demands of this position include frequent 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 30-40 pounds and 40 pounds or more with assistance. Repetitive bending at the waist as well as kneeling, stooping, and 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 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. Physical demands may also increase due to recreational program assignment where the employee will engage in recreational activities with students. 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.

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BPSD Board Approval

Approved by Governing Board: 6/25/2026