

INSTRUCTIONAL ASSISTANT – TRANSITIONAL KINDERGARTEN

Purpose Statement:

The job of Instructional Assistant is done for the purpose/s of assisting in the supervision and instruction of students in small group and whole group as well as performing clerical tasks. The Instructional Assistant will perform a wide variety of tasks to support the instructional program and will perform related duties as required.

Essential Functions

- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- Administers assessments instruments for the purpose of evaluating student progress.
- Administers first aid and or medication for the purpose of providing appropriate care for children as assigned.
- Assists students (e.g., toileting, diapering, dressing/undressing, etc.) for the purpose of maintaining student's personal hygiene.
- Implements behavioral plans for the purpose of meeting students' social and daily living skills.
- Implements, under the supervision of the teacher, instructional programs, and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Maintains students' files/records as pertains for the purpose of documenting activities and/or providing reliable information.
- Monitors individual students, classroom, library, playground activities, field trips, etc. for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g., copying, typing, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Prepares documentation (e.g., reports, instructions, memos, notes, etc.) for the purpose of providing written support and/or conveying information.
- Responds to emergency situations (e.g., injured students, fights, etc.) for the purpose of resolving immediate safety concerns.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Provides individual or small group learning activities to reinforce the instructional program.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings for the purpose of receiving and/or conveying information.
- Confers with teachers, parents and/or appropriate personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Participates in in-service workshops and training for the purpose of receiving and/or conveying information related to job functions.
- Serves snacks for the purpose of providing for students' nutritional needs.

Responsibility

Responsibilities include working under direct supervision using standardized procedures; providing information and/or assisting others; and operating within a defined budget. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 34% sitting, 33% walking, and 33% standing. The job is performed in a generally hazard-free environment and in a clean atmosphere.

Experience

Job related experience within specialized field is desired.

Education

High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam
Exam (NCLB) or 48 College Units

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

Continuing Ed./Training

None Specified

FLSA Status

Non Exempt

Approval Date

December 12, 2023

Salary Grade

Classified 17