

INSTRUCTIONAL ASSISTANT-PRESCHOOL

Purpose Statement:

The job of Instructional Assistant/Preschool is done for the purpose/s of planning and directing age-appropriate activities of children enrolled in the preschool program under the direction of a certificated employee; providing clerical support to teachers; and assisting in maintaining a clean and safe classroom environment for the students.

Essential Functions

- Assists teachers in the supervision of students in various outdoor activities (e.g. sandbox, swings, water play, climbing apparatus, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Assists the teacher with age appropriate activities by working with individual or small groups of students (e.g. games, art, music, science, language, nutrition, assessments, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for student's needs.
- Distributes instructional and/or play materials for the purpose of providing students with necessary items and assisting the teacher in the classroom.
- Maintains classroom equipment and work area for the purpose of ensuring availability of items and/or providing for a safe learning environment.
- Monitors children in various activities (e.g. lunch, snack time, rest periods, group or individual play, etc.) for the purpose of providing a safe and positive learning environment.
- Monitors student behavior for the purpose of ensuring student compliance to established regulations and maintaining a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. copying, attendance, etc.) for the purpose of supporting the teacher and/or providing necessary records/instructional materials.
- Promotes good habits for the purpose of improving the quality of students' outcome and encouraging student development.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; controlling and motivating students; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; interpret written procedures, write routine documents and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: stages of child development; age appropriate activities and positive reinforcement; English/Spanish translation desirable.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals; work with data of similar types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data is limited and with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; fostering positive relationships; maintain confidentiality; working as part of a team.

Responsibility

Responsibilities include: working under standardized instructions and/or routines; leading guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual 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: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking and 40% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

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

<u>FLSA Status</u> Non Exempt	<u>Approval Date</u> 8/10/16	<u>Salary Grade</u> Cisfd 16
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