



## Job Description

<b>Title: Instructional Assistant - Preschool</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 10</b>
<b>Supervisor: Manager, Preschool</b>	<b>Supervises: N/A</b>	<b>Range: 8</b>
<b>Department: Preschool</b>	<b>Bargaining Unit: Classified</b>	<b>Approved: 12/19/2019</b>

### JOB SUMMARY:

Under the direction of the Manager, Preschool, assist teachers in reinforcing instruction to individual or small groups of students in a preschool classroom environment; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of students in a preschool classroom environment; tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs; assist with the implementation of lesson plans.
- Set-up work areas and displays, and distributing and collecting paper, supplies and materials; turn on lights; open blinds; set out sign-in sheets; set-up snack table and place chairs; set-up puzzles and play activities; assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment; assist in keeping the classroom in an orderly and clean condition.
- Assist children with toileting and basic hygiene activities; change soiled clothes as needed; assist students develop self-help capabilities, proper hygiene and toileting and diapering skills.
- Assist assigned teacher with the implementation of lesson plans; administer various tests as directed; prepare mandated reports and documentation as required.
- Support students in completing classroom assignments and projects; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Engage children in a variety of musical exercises including singing and playing instruments; teach arts and crafts; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with spelling and writing exercises and assignments.
- Prepare and feed children snacks; clean and maintain preschool area; wipe down tables; sweep and mop floors; wipe sinks and fill soap dispensers; store food items and snacks.
- Assist children with toileting and changing those who have experienced toileting accidents; assist students to develop self-help skills.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; grade student tests and assignments; record grades; maintain student attendance, records, notes and files as assigned.
- Assist in classroom fire drills and emergency preparations.
- Observe and control behavior of students in the classroom according to approved procedures; assist in monitoring student progress and provide input for evaluation as parent conferences; observe model and follow-up behavior shaping and reinforcement strategies.
- Operate a variety of classroom and office equipment including a copier, scanner, fax and laminator as assigned; operate a computer and assigned software; operate a two-way radio and playground equipment.
- Assist with supervision of playground and cafeteria and field trip activities; supervise the safety and welfare of students; assist students during meals and snack time; provide parents information as requested.

- Perform routine first aid and seek assistance for serious illness or injuries; ensure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; provide band aids if needed; prepare injury reports as needed.
- Attend meetings and in-services as assigned; participate in a variety of training including CPR classes, Mandated Reporter, EpiPen classes.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Child guidance principles and practices.
- Applicable Education laws, codes, rules and regulations.
- District policies, regulations and procedures.
- Classroom procedures and appropriate student conduct.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques
- Proper English usage, spelling, and grammar.
- Routine filing and record keeping procedures.
- Health and safety regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation a variety of classroom and playground equipment.
- Operation a two-way radio as assigned.
- Typical playground games and activities.

**Skills/Ability to:**

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Work effectively with students from diverse backgrounds with varying levels of academic, physical, and emotional development and abilities.
- Observe and model teaching methods and procedures.
- Establish and maintain cooperative working relationship with students and adults.
- Demonstrate a patient, receptive, and empathetic attitude toward children.
- Communicate satisfactorily in oral and written form.
- Establish and maintain cooperative working relationships with students and adults.
- Supervise student activities as assigned and maintain order.
- Communicate effectively both orally and in writing.
- Operate a variety of classroom and playground equipment.
- Operate a two-way radio as assigned.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Monitor students and respond to situations in a quick and timely manner.
- Observe health and safety regulations.
- Maintain records and files.
- Read books to students and assist with reading and writing activities as assigned.
- Communicate in a designated second language as assigned by the position.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Completion of 12 units in Early Childhood Education or Child Development.

**Licenses, Certifications and other Requirements:**

- Valid First Aid and CPR certificate.
- TB Clearance.
- Blood Borne Pathogens.
- Mandated Reporter.
- Sexual Misconduct.
- Suicide Prevention.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Classroom environment.

**Physical Demands:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.