



Job Description

Title: Instructional Assistant - Preschool	FLSA Status: Non-Exempt	Months: 10
Supervisor: Manager, Preschool	Supervises: N/A	Range: 9
Department: Preschool	Bargaining Unit: Classified	Approved: 6/11/2026

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; assist 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 and assist classroom work areas and displays; and set-up snack table and place chairs; furniture and accessories; assist in keeping the classroom in an orderly and clean condition, for appropriate learning environment.
- 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 and administer various tests; 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; facilitate 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.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; score student tests and assignments; maintain student attendance, records, notes and files as assigned.
- Assist in classroom fire drills and emergency preparations.
- Observe and support student behavior in the classroom according to approved procedures; assist in monitoring student progress. Assist with observing, modeling and follow-up behavior shaping and reinforcement strategies.
- Operate a variety of classroom, playground and office equipment. Operate a two-way radio and playground equipment.
- Assist with supervision of playground, meals and field trip activities; supervise the safety and welfare of students.
- 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; provide band aids if needed; prepare injury reports as needed.
- Attend meetings and in-services as assigned.

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 under the guidance of 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.
- 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.
- 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.

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.
- Instructional Assistant Proficiency Test certificate.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessments, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor Classroom work environment.
- Constant Interruptions.

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.
- Hearing, seeing and speaking to exchange information.
- Lifting, positioning, and pushing children in wheelchairs.

Hazards:

- Potential contact with dissatisfied or abusive individuals.
- Potential contact with blood and other body fluids.

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.