



Job Description

Title: Instructional Assistant Transitional Kindergarten (TK) Mandarin / English	FLSA Status: Non-Exempt	Months: 10
Supervisor: Principal	Supervises: N/A	Range: 11
Department: Educational Services	Bargaining Unit: Classified	Approved: 6/11/2026

JOB SUMMARY:

Under general supervision of the Principal, performs paraprofessional instructional activities within a Transitional Kindergarten (TK) Mandarin / English program; reinforce instruction in academic, behavioral, artistic and physical skills; may assume independent responsibility for specified aide duties, i.e., classroom supplies; provide intensified learning experiences for students in assigned areas; perform a wide variety of clerical and supportive tasks for instructional personnel and performs other duties directly related to this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists certificated staff with the development and presentation of learning materials and instructional exercises.
- Assists students in small groups or individually to reinforce and follow up learning activity including students with limited English-speaking ability in a bilingual assignment.
- Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by certificated staff, including students with limited English-speaking ability in a bilingual assignment.
- Reads to students, explains words and meanings, rephrases materials and provides similar learning examples, including students with limited English-speaking ability in a bilingual assignment.
- Assists with a variety of instructional materials.
- Assists with; classroom, playground and study trip activity supervision.
- Supervises under the guidance of certificated staff, classroom, playground and study trip activities
- Observe and report progress regarding student performance and behavior; maintain student discipline and presence within the classroom; assist with resolving student issues and conflicts.
- Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities, as directed.
- Prepare student snacks; ensure eating areas are clean and sanitary; wipe tables and chairs; store food items as needed.
- Assist students with personal hygiene and living skills; assist students with eating activities
- Assist with ~~grading~~ scoring tests and assignments as assigned; maintain records and student files related to attendance, grades, progress, behavior and assigned activities; prepare mandated reports and documentation.
- Provide 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 report.
- May assist in toileting.
- Operate a variety of office and classroom equipment.

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:

- Correct English usage, grammar, spelling, punctuation and vocabulary and correct use of Spanish language.
- Knowledge of general concepts of child growth and development and student behavior characteristics.
- Ability to perform general clerical duties.

Skills/Ability to:

- Assist with instruction and related activities in a classroom environment.
- Assist in the preparation of instructional materials and implementation of instructional activities.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment.
- Maintain records and prepare routine reports.
- Administer first aid and CPR.

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.
- Six months experience working with children in an organized setting or learning environment.
- Mandarin / English fluent preferred

Licenses, Certifications and other Requirements:

- Valid First Aid and CPR certification.
- Instructional Assistant Proficiency Test certificate.
- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate's or higher degree (college level) or,
 - 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 work environment.
- Constant interruptions

Instructional Assistant Transitional Kindergarten (TK) Mandarin

Physical Demands:

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended period of time.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing, seeing, and speaking to exchange information.

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.