

MODESTO CITY SCHOOLS

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT-CHILD DEVELOPMENT PROGRAM

DEFINITION:

Under the direction of the Principal, assist in providing care, supervision and learning activities to children in a preschool classroom environment; assist with planning and implementing a variety of activities to meet the needs and interests of children; assist in the preparation of instructional materials and implementation of lesson plans; perform a variety of clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in providing care, supervision and learning activities to preschool-age children in a classroom environment; assist assigned teacher with the implementation of lesson plans.
- Assist students individually or in small groups to reinforce and promote learning throughout the instructional day; provide children with proper examples, emotional support, friendly attitude and general guidance.
- Assist assigned preschool teacher with the preparation of instructional materials and implementation of lesson plans.
- Read books to students as assigned; assist children with letter and word pronunciation and recognition.
- Perform a variety of clerical duties such as filing, preparing, typing and duplicating instructional materials.
- Maintain student records including health checks, attendance logs and related files.
- Provide classroom support to the teacher by setting up work areas and displays as assigned; distribute and collect paper and supplies.
- Assist in the assessment of student skills and progress; report progress regarding student performance and behavior.
- Assist with meals and snacks as assigned; participate in the serving of food items and set-up of tables.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; sanitize and disinfect toys, tables, chairs and other classroom surfaces.
- Assist students with personal hygiene and grooming as required; assist children with toileting, brushing teeth and changing those who have experienced toileting accidents; assist students with performing and developing self-help and social skills.
- Oversee and interact with children during games, play, outings and recreational activities.
- Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns.
- Operate a variety of standard office equipment including a computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and six months experience working with preschool age children in an educational setting or learning environment.

Licenses and other Requirements

- Six (6) months experience working with preschool age students.
- Associate Teacher permit including 12 units of Early Childhood Education.

DESIRED QUALIFICATIONS:

- One (1) year experience working with preschool age students.
- Valid First Aid/CPR certification.

Knowledge of:

- Concepts of child growth, development and behavior characteristics of preschool-age children.
- Positive behavioral interventions and supports and strategies to motivate young children.
- Child guidance principles and practices.
- Basic instructional methods and techniques.
- Safe practices in classroom and playground activities.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Early childhood behavior management strategies and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of standard classroom and office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist in the care, supervision and learning activities of children enrolled in a designated child care center or program.
- Assist with planning and implementing a variety of activities to meet the needs and interests of children.
- Assist in the preparation of instructional materials.
- Assist with eating and housekeeping activities as directed.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report children behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Perform clerical duties related to classroom activities.
- Maintain records and files.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.

- Reaching overhead and above shoulders to access materials.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Bending at the waist, kneeling or crouching to assist students.

Hazards:

- Potential contact with blood, other body fluids and communicable diseases.

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.

Cabinet Approved: 9/5/95

Unit Approved: 9/12/95

Board Approved: 10/2/95

FLSA Status: Non Exempt

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