

IMPERIAL COUNTY OFFICE OF EDUCATION

CLASS TITLE: INSTRUCTIONAL ASSISTANT– HEAD START

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide quality child care and a safe and caring environment for children in the Head Start program; assist with planning and implementing a variety of activities to meet the needs and interests of the children; participate in activities with assigned group of children.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide quality child care and a safe and caring environment for the children in the Early Care & Education Program; provide assistance in areas of pre-school hygiene, nutrition and child care.

Assist with planning and implementing a variety of activities to meet the needs and interests of the children; supervise children in outdoor play activities and during nap time; implement indoor play and activities during inclement weather; assist children with educational activities as assigned.

Participate in activities for preschool aged children; assure that children are interacting in age-appropriate activities; escort children outside for various activities.

Provide for the safety of the children as required; respond to a child's needs and problems in a patient, caring and sensitive manner; administer basic first aid and medical assistance (e.g. tube feeding to students) as needed.

Assist with snack time and meals as assigned by the position; clean up eating areas and wash children's hands and faces after play times and meals as needed.

Assist the teacher with the preparation of materials and reinforcing activities; assist with decorating classrooms with children's art work and instructional displays.

Provide guidance, assistance, and encouragement with various projects; assist in promoting a healthy self-image and self-esteem.

Prepare and maintain written records related to observations, incidents, attendance and other daily activities as assigned.

Maintain a clean, safe, sanitary and orderly child care environment including classrooms, playground and bathrooms; clean and set up toys and other materials; take out trash, mop, vacuum and sweep as assigned; sanitize toys as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of early child development including proper care and discipline.
Basic record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Safety and health practices and precautions.
Basic First Aid.

ABILITY TO:

Providing quality child care and a safe environment for children in an assigned child care center or program.
Assist with planning and implementing a variety of activities to meet the needs and interests of the children.
Participate in activities with assigned group of children.
Provide patient and sensitive care to children.
Learn, apply and explain rules, regulations and procedures of the program.
Determine appropriate action within clearly defined guidelines.
Establish and maintain patient, gentle, supportive and cooperative working relationships with children, parents and staff members.
Understand and follow oral and written directions.
Administer basic first aid procedures as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by 12 units of early childhood education and sufficient training and experience to demonstrate the knowledge and abilities listed above. Assigned to Range forty (40) on the Classified Salary Schedule.

LICENSES AND OTHER REQUIREMENTS:

Associate Teacher Permit
Valid First Aid and CPR certificates issued by an authorized agency.
Criminal Justice Fingerprint Clearance
Tuberculosis Screening
Food Handlers Permit
Health Screening
Valid California Driver's License.

The Child Development Associate Teacher Permit is issued for five years and is renewable once, for a total of two issuances. To renew, the holder must complete at least 15 semester units toward the Child Development Teacher Permit. By the end of the ten year period, the holder must meet the requirements for the Child Development Teacher Permit.

Upon proof of attaining a Teacher Permit from the California Commission on Teacher Credentialing AND a minimum of one year experience in the position, incumbents will advance to range 41 of the classified salary schedule.

WORKING CONDITIONS:

ENVIRONMENT:

Early care and education center environment
Indoor/outdoor work environment

PHYSICAL DEMANDS:

Hearing and speaking to communicate.
Seeing to monitor children.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to hold children and manipulate objects used in play activities.
Lifting and carrying moderately heavy children and objects.
Bending at the waist, kneeling or crouching.