INSTRUCTIONAL ASSISTANT, HEAD START, LEVEL IV

POSITION DESCRIPTION:
The job of Instructional Assistant, Head Start, Level IV is done for the purpose(s) of assisting in the supervision and instruction of preschool aged children (3 - 5+ years old); performing classroom clerical tasks; assisting children in meeting health care needs and developing children’s daily living skills.

FUNCTIONS:
• Assists with the implementation of emergency procedures and first aid for the purpose of meeting immediate health care and safety needs of children (E)
• Assists other personnel as required (e.g. site staff) for the purpose of supporting them in the completion of their work activities
• Assists preschool aged children (e.g. feeding, changing diapers, toileting, etc.) for the purpose of providing appropriate care to children and maintaining a clean and orderly classroom environment (E)
• Assists teacher with lesson planning, parent conferences and home visits (E)
• Provides individualized educational, nutritional, and health and safety activities for children (E)
• Provides individualized activities to support IEP/IFSP goals and social-emotional activities (E)
• Assists with learning experiences that will further physical skill, enhance language ability, guide social development, foster emotional development and develop creative abilities as set forth in the Head Start Performance Standards (E)
• Assists teacher for the purpose of gathering student observation and assessment information.
• Cleans work areas (e.g. changing tables, cribs, sinks, linens, food service areas, etc.) for the purpose of maintaining a sanitary environment (E)
• Assists teacher with completion of screenings, individualized goals for students and lesson planning/curriculum (E)
• Facilitates sign-in procedures at the site (e.g. receives and delivers children directly from/to parents or designee) for the purpose of ensuring safety of children and meeting program requirements (E)
• Maintains child care facilities for the purpose of ensuring a sanitary and safe environment for preschool aged children (E)
• Assists in food service (e.g. receive, set up/serve meals and snacks) for the purpose of meeting the nutritional needs of children as required (E)
• Completes daily documentation such as observations, incidence reports, etc. (E)
• Assists in overseeing parent volunteers for the purpose of assisting them in their duties and maintaining records related to their attendance
• Organizes indoor/outdoor, quiet/active play activities appropriate to age group for the purpose of actively participating with children on scheduled hours and days (E)
• Performs record keeping and clerical functions (e.g. scheduling, copying, attendance, In-Kind, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials
• Ensures the safety and well-being of children at Preschool Centers, complying with all provisions of State and Federal regulations as outlined in California Code of Regulations Title 5 and Title 22 (E)
• Attends required training to keep up-to-date on child development, assessments policies and procedures (E)
Performs job assignment safely for the purpose of protecting people and property (E)  
Performs other duties as assigned  

(E) = Essential Function  

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: Communicate effectively with young children, parents and staff; communicate effectively both orally and in writing utilizing both English and Spanish.

KNOWLEDGE is required to perform basic math; interpret written procedures, write routine documents and speak clearly; and analyze situations to define issues and draw conclusions; effective child guidance practices and principles; child growth and development, children, families and communities and program/curriculum used in early childhood education; classroom health and safety regulations.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic job related equipment; work with a diversity of individuals; work with data of similar types and/or purposes; and utilize job related equipment; problem solving is required to analyze issues, create plans of action and reach solutions; communicate effectively with young children, parents, and staff; follow written and oral instructions; maintain effectiveness in stressful situations; perform overtime as needed; learn effective and appropriate techniques and practices utilized in early childhood education and perform job safely.

WORKING ENVIRONMENT: The usual and customary methods of performing the job’s functions requires the following physical demands: significant lifting and carrying up to 50 pounds, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 45% sitting, 30% walking and 25% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. A full job analysis is available in Risk Management.

MINIMUM QUALIFICATIONS

EXPERIENCE: Six months experience working as an instructional assistant.

EDUCATION: An Associate’s degree from an accredited college/university including completion of 24 semester units of early childhood/child development education

CERTIFICATES/CREDENTIALS/LICENSES:
- Valid California driver’s license required
- Valid First Aid/CPR within 6 months of employment
- Some offers of employment are contingent upon successful passing of a physical examination including documentation, immunizations and/or exemption as required by state regulations (including but not limited to measles, pertussis and influenza)

SALARY SCHEDULE: 600  
Range: 19