Position Description

Under the supervision of the certificated teacher, the Preschool Instructional Assistant supports the implementation of a comprehensive, high-quality early education program by helping to facilitate activities, supervise child and organize and maintain the classroom.

Qualifications

- Associate Teacher Child Development Permit or higher (or ability to obtain one w/in one year of employment)
- High School Diploma or the equivalent
- Maintain valid Pediatric CPR & First Aid Certification
- Possession of a valid California’s Driver’s License
- Willing to complete appropriate training

Skills/Abilities

- Ability to make decisions regarding the health and safety of children
- Ability to maintain harmonious working relationships with students, staff and community
- Maintains confidentiality of records and discussions
- Knowledge of the correct English usage, spelling, punctuation and vocabulary
- Ability to speak clearly and effectively
- Follow oral and written directions
- Work independently
- Basic technology/computer skills (attendance/data entry, word processing, access educational software for students, etc.)

Examples of Duties and Responsibilities

- Demonstrate a knowledge of child development and best practices in early childhood education
- Supervise children at all times, inside and outside the classroom (and on field trips), interacting in a caring and respectful manner
- Assist teacher by providing input to create and organize curriculum and establish a classroom environment that supports each child’s development of school readiness skills and social-emotional development
- Facilitate and participate in engaging activities that meet the developmental and educational needs of children throughout the day
Examples of Duties & Responsibilities

- Support positive classroom climate, student conflict resolution and behavior management through the implementation of the established social-emotional curriculum and program policies
- Gather data and observations for assessments and complete appropriate documentation
- Maintain respectful and cooperative relationships with students, parents and staff members
- Administer minor first aid to ill or injured children and support toileting (which may include changing soiled diapers or clothing)
- Communicate appropriately to share relevant information with teachers, other staff members and Preschool Director
- Participate in meetings, coaching and ongoing professional development and maintain necessary permits (21 hours of professional development annually through approved college coursework or workshops)
- Maintain regular and punctual attendance to fully meet work responsibilities
- Perform basic clerical tasks and preparation of materials as directed, including daily attendance records, filing, and family-style food/meal preparation
- Perform other duties related to the job or Preschool Program, as assigned
- Maintain a working knowledge of and adhere to Preschool Program and Community Care Licensing policies and requirements
- Assist in accomplishing Preschool Program and District goals
- Assist teacher with parent-teacher conferences and home visits

ADA Profile

Ability to stand and walk for extended periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift, carry or move up to 25 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; dexterity of the hands and fingers to operate a computer keyboard and other office equipment.

Supervised by:  Site or Department Administrator
Evaluated by:  Site or Department Administrator