

OLD ADOBE UNION SCHOOL DISTRICT

CLASSIFIED POSITION DESCRIPTION

INSTRUCTIONAL ASSISTANT – KIDS “CARE” PROGRAMS

DEFINITION:

Under the general supervision of the Director of Child Development, develops, oversees and implements academic and enrichment programs tied directly to the California Department of Education curriculum standards for elementary education for out of school time in accordance with the guidelines established for before and after school programs through contracts and/or grants through California Department of Education.

DISTINGUISHING CHARACTERISTICS:

This Instructional Assistant classification is distinguished from other assistant classes in that they are assigned to the Kids “Care” program only. Must have the ability to work independently with children in out of school time programs in accordance with the guidelines established for contracts and/or grants through the California Department of Education.

MINIMUM REQUIREMENTS:

Knowledge of:

- Standards of safety, behavior, first aid/CPR, and appropriate curriculum and enrichment activities for school age children;
- Appropriate methods and techniques in motivating and controlling children;
- Practical learning patterns and behavior;
- Concepts of child development and of the respective behavior characteristics;
- General needs and behavior of students at the assigned age level;
- Goals of core and intervention programs;
- Technology in an educational setting;
- Knowledge of school district rules and regulations;
- Record keeping, simple arithmetic and good English usage.

Ability to:

- Carry out the program and make necessary instructional modifications with a minimum of supervision;
- Organize, supervise, and instruct students in a variety of activities, assisting with the control of child and/or student behavior in accordance with rules and regulations;
- Maintain a positive learning environment;
- Ability to show a genuine interest in education and children;
- Learn District policies and procedures quickly;
- Operate standard office equipment, and perform simple computer tasks;
- Be patient and show empathy;
- Understand and follow written and oral directions;

- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Maintain effective work relationships with those contacted in the performance of required duties;
- Follow the practices, rules, and regulations of the District and the school to which assigned;
- Ability to analyze situations accurately, and adopt an effective course of action.
- Learn and adapt to new procedures and conditions;
- Supervise and communicate in an acceptable manner with school age children;
- Create age appropriate activities and provide a monthly lesson documenting the State Standard that is covered;
- Maintain interest, order, and discipline among children;
- Maintain a clean and safe environment for children's safety;
- Communicate policies and procedures with parents/guardians;
- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Maintain effective work relationships with those contacted in the performance of required duties;
- Learn and follow the practices, rules, and regulations of the District and the school to which assigned;
- Maintain the confidentiality of school related information.
- Maintain confidentiality regarding children and staff;

EDUCATION:

- High School graduate or the equivalent;
- Successful completion of the Sonoma County Department of Education Proficiency exam or 48 units from an accredited institution.

EXPERIENCE:

- A minimum of 6 Early Childhood Education units and/or experience in the child care field desirable.

OTHER:

- Obtain first aid and CPR certificate within 90 days following employment.

SUPERVISORY RESPONSIBILITY:

Assigned children.

RESPONSIBLE TO:

Kids "Care" Site Manager and Director of Child Development.

Last Approved:

Revised:

Range:6