

INSTRUCTIONAL ASSISTANT - PRESCHOOL**DEFINITION**

Assists the teacher in ways determined by the teacher to be useful in improving the quality of the preschool programs, involving clerical duties, supervision of children, transportation, food service, and instructional tasks which, in the judgment of the teacher may be performed by a non-credentialed employee. The work need not be performed in the presence of the teacher, but the teacher retains responsibility for the instruction and supervision. The assistant shall not give out any personal information concerning any pupil to any person other than the teacher or appropriate administrator.

DISTINGUISHING CHARACTERISTICS

Positions in this class are less than eight hours, and are authorized only in connection with established preschool classes or programs. Positions are usually part-time, involving working schedules on school days only. They are distinguished from other Instructional Assistant classes by area of specialization.

ESSENTIAL FUNCTIONS

- Organizes materials for laboratory, physical education, arts and crafts, or similar classes.
- Assists students with routine personal care and needs.
- Operates and cares for equipment uses in the classroom for instructional purposes.
- Prepares special demonstration or visual materials.
- Assists individuals or small groups of selected pupils with assignments under supervision of a teacher.
- Assists teachers in record keeping activities.
- On occasion, transports children.
- Makes home visits with the teacher.
- Assists with housekeeping duties and food service.
- Assists in preparing annual report.
- Helps students master equipment or instructional materials assigned by the teacher.
- Purchases supplies as needed on Open Purchase Orders.
- Participates in related in-service activities as directed.

QUALIFICATIONS

Successful completion of the District Instructional Assistant Proficiency Test; correct English usage, spelling, grammar; games, arts and crafts, and other activities suitable for preschool children; the social and educational needs of preschool children; safe driving practices; first aid practices.

ABILITY TO

Deal cooperatively and effectively with a wide variety of personalities situations requiring tact, judgment, and poise; communicate effectively with preschool children; organize and supervise children in games, play, or group activities; understand and follow oral and written instructions; keep records and make reports; speak and write the English language.

TRAINING, EDUCATION AND EXPERIENCE

Completion of the twelfth grade.

Completion of six units in Early Childhood Education/Child Development is required within the first year of employment.

Must obtain and maintain First Aid/CPR Certificate. Willingness to complete such training courses, in-service, or otherwise, as may be required after being hired.

Experience as a participating parent in a State Preschool Class; experience as a leader in children's activities;

Paid school experience is desirable but not required.

LICENSE

Possession of a valid California driver's license.

Approved: March 6, 1979; Revised 12/3/85, 7/96, 8/97, 5/7/09