

## INSTRUCTIONAL ASSISTANT - ADOLESCENT PARENT PROGRAM

### DEFINITION

Under the supervision of the Adolescent Parenting Program Supervisor, to perform various tasks in the supervision and care of infants and toddlers in the Child Development Center, to assist with the routine personal care and needs of infants and toddlers, to organize and supervise children in age appropriate individual and group instruction and routine clerical work as required.

### DISTINGUISHING CHARACTERISTICS

These positions are authorized only in connection with established adolescent parent classes or programs. These are funded positions and continued employment is contingent upon the continuance of the Adolescent Parent Program.

### ESSENTIAL FUNCTIONS

- Maintains cleanliness and sanitation in the nursery operation.
- Organizes materials/play space for instruction.
- Prepares teaching materials for infants and toddlers according to their age and developmental ability.
- Types and reproduces a wide variety of written and graphic materials for use by the instructor and students.
- Assists individuals or small groups of individuals with assignments under the supervision of the instructor.
- Maintains daily logs and documentation according to the requirements of the CalSafe Grant and the Infant Toddler Environmental Rating Scale.
- Provides appropriate reinforcement for the systematic management of student behavior.
- Provides infant/child care and supervision as required.
- Assists students with routine personal care and needs.
- Assists with the diapering and toileting needs of infants and toddlers
- Performs related duties as required.

### QUALIFICATIONS

Successful completion of the District T.A. Proficiency Test.

#### Knowledge of:

Correct English usage; computational skills; games, arts and crafts, and other activities suitable for infants and children.

#### Ability to

Deal effectively with a wide variety of personalities and situations requiring tact, judgment, stability, and poise; relate effectively with new and expectant parents; become certified in First Aid and CPR techniques; organize and supervise children in individual and small group instruction; understand and follow oral and written instructions; keep records and make reports; speak and write the English language fluently; type and operate modern office equipment; communicate effectively with young adults. Ability to lift 40 pounds.

#### Experience:

Experience in supervising and organizing age appropriate activities; experience with infants and toddlers is required; experience in a classroom is highly desirable but not required. College level coursework which includes three units of Early Childhood Education/Child Development is required within one year of employment.

#### Education:

Equivalent to the completion of the 12th grade.