

## **INSTRUCTIONAL ASSISTANT/PRESCHOOL**

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### **Purpose Statement:**

The job of Instructional Assistant/Preschool is done for the purpose/s of planning and directing age-appropriate activities of children enrolled in the preschool program under the direction of a certificated employee; providing clerical support to teachers; and assisting in maintaining a clean and safe classroom environment for the students.

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### **Essential Functions**

- Assists teachers in the supervision of students in various outdoor activities (e.g. sandbox, swings, water play, climbing apparatus, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Assists the teacher with age appropriate activities by working with individual or small groups of students (e.g. games, art, music, science, language, nutrition, assessments, etc.) for the purpose of presenting and/or reinforcing learning concepts and by caring for student's needs.
- Distributes instructional and/or play materials for the purpose of providing students with necessary items and assisting the teacher in the classroom.
- Maintains classroom equipment and work area for the purpose of ensuring availability of items and/or providing for a safe learning environment.
- Monitors children in various activities (e.g. lunch, snack time, rest periods, group or individual play, etc.) for the purpose of providing a safe and positive learning environment.
- Monitors student behavior for the purpose of ensuring student compliance to established regulations and maintaining a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. copying, attendance, etc.) for the purpose of supporting the teacher and/or providing necessary records/instructional materials.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; controlling and motivating students; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: stages of child development; age appropriate activities and positive reinforcement; English/Spanish translation desirable

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; fostering positive relationships; maintaining confidentiality; working as part of a team.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Pre-Employment Drug Screening  
 Pre-Placement Physical Exam  
 Pre-Employment Proficiency Test  
 Exam (NCLB) or 48 College Units

**Certificates & Licenses**

None Specified

**Continuing Ed./Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
 Tuberculosis Clearance  
 Child Abuse Index File Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/24/2002

**Salary Grade**

Clsfd 16