

PRESCHOOL INSTRUCTIONAL ASSISTANT - BILINGUAL

DEFINITION:

Under daily direction of the Preschool Educator or Associate Preschool Educator assigned to and general supervision of the site administrator or designee, assists instructional personnel with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; provides instruction to individuals and small groups in the preschool classroom setting to students needing English language development; monitors and reports student progress regarding behavior and performance; translates written and verbal information in a designated second language.

CLASS CHARACTERISTICS:

This classification is distinguished from other Instructional Assistant classes in that work involves Preschool aged children and incumbents must have taken a prescribed number of Early Childhood Education units and be bilingual in a designated second language to work in this capacity. Incumbents provide assistance to instructional personnel working with preschool children requiring English language development.

EXAMPLES OF DUTIES:

Supervise children in all activities, indoors and outdoors, during snack and mealtime, during parent meetings and on field trips. *E*

Assist with planning, preparing and implementing a variety of activities to meet the needs and interests of preschool-aged children. *E*

Direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance. *E*

Participate with children and encourage their involvement in activities. *E*

Observe and control behavior of students according to approved procedures. Report progress regarding student performance and behavior to teacher/supervisor. *E*

Provide support to the teacher by setting up work areas and operating audio-visual equipment. *E*

Prepare instructional materials as directed by the supervisor. *E*

Provide for the safety of the children as required; guide students into safe place activities; respond to a child=s needs and problems in a patient, caring and sensitive manner. *E*

Assist communicating with children and parents in a designated second language; translate written and oral information as directed. *E*

Assist students in developing communication skills and serve as an appropriate language model. *E*

Set up and clean up eating areas, assist children with washing as needed; assist children with toileting, changing those who have experienced toileting accidents; assist students in developing self-help skills. *E*

***E* denotes an essential function of the job.**

Communicate with teacher regarding needs for appropriate materials to meet the developmental and linguistic needs of the children. *E*

Assist the Preschool Educator or Associate Preschool Educator in preparing and maintaining a caring, clean, safe, sanitary and orderly learning environment in accord with the Preschool's health and safety guidelines. *E*

Participate in meetings and in-service training programs as assigned.

Attend staff meetings.

Perform other related duties as assigned.

SUPERVISION:

General supervision is received from the site administrator of the Preschool Program or designee. Daily direction, leadership and/or guidance is received from assigned Preschool Educator or Associate Preschool Educator.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic principles of early childhood development including proper discipline applicable in a preschool setting.

Safe practices for Preschool classroom and playground activities.

Appropriate English usage, spelling, grammar and punctuation.

Appropriate usage, spelling, grammar and punctuation of a designated language other than English.

Basic record-keeping procedures.

Interpersonal relations skills using tact, patience and courtesy.

Ability to:

Learn, apply and explain Preschool and District philosophies, policies, procedures and guidelines.

Read, write and communicate effectively in English and a designated second language.

Communicate effectively with preschool children and adults, demonstrating poise, patience and understanding.

Establish and maintain cooperative working relationships with children and adults.

Assist in planning and implementing a variety of activities to meet the needs and interests of Preschool aged children.

Coordinate and participate in activities with groups of children.

Use positive and appropriate methods of behavior control and modification for Preschool aged children.

Determine appropriate action within clearly defined guidelines.

Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE:

Graduation from High school or equivalent is required and completion of 6 units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college. Prior paid or volunteer experience working with preschool aged children is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a preschool classroom and/or playground environment without direct guidance from supervisor. Employment contingent upon passing a physical and back evaluation test.

LICENSES REQUIRED:

Possession of a valid CPR and First Aid Certificate.

Last Revised 8/14/03

Revisions effective 12/7/06