



**CLASS TITLE: INSTRUCTIONAL ASSISTANT II  
CHILD CARE  
UNIT 2**

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**BASIC FUNCTION:**

Under the direction of the site administrator and the Director of Pre-School and Child Care, assist in the management of staff and care, supervision and coordination of learning activities for children enrolled in the Child Care Service program, Preschool program and After School programs; coordinate and facilitate planning, prepare and implement learning materials and curriculum calendars.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Assist in the management of staff and care, supervision and coordination of learning activities for children enrolled in the Child Care Service program, Preschool program and After School programs; assure a warm, nurturing, and stimulating environment for children to strengthen self-esteem and independence and develop physical, cognitive, emotional, creative and social skills.

Plan, implement and direct activities appropriate to the goals of the program; coordinate and facilitate planning, preparing and implementing learning materials and curriculum calendars; utilize a variety of instructional techniques and strategies to enhance and develop the social, emotional, physical, and cognitive development of the children; assist children with learning activities and encourage their participation in such activities; distribute copy of curriculum calendars to Director.

Charge and discharge children; sign in and check out children to parents and guardians; check and verify proper identification according to established procedures; note special instructions provided by parents or guardians; directly supervise the activities of the children.

Oversee and participate in the preparation and distribution of food items to children as assigned; encourage healthy eating habits and etiquette among children.

Supervise and maintain classroom in a sanitary, neat and orderly manner including, sanitizing work tables and kitchenette; clean and disinfect play areas; clean serving and eating areas after meals; organize play areas; arrange classroom displays and bulletin boards.

Evaluate health of children; administer medication as directed; perform first aid as necessary; contact parents as necessary; follow District health policy and procedures.

Monitor inventory and order supplies needed for child care program; conduct annual inventory of program materials; assure fair distribution and rotation of program materials; oversee the maintenance of equipment; perform routine clerical duties such as filing and duplicating instructional materials. Maintain files and records and running inventory of materials and supplies at assigned site.

Organize and provide guidance to staff to assure adequate supervision in a safe environment for children in classroom and playground activities; assist with establishing and adjusting work and time schedules for staff at assigned site as needed; assist with facilitation of site staff meetings and trainings.



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Provide for and assure the safety and health of children during learning by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean tables, pick up trash and sweep floors as needed.

Coordinate and utilize behavior management strategies to monitor and control children's behavior; resolve behavior concerns as appropriate; report behavior concerns to appropriate personnel as required.

Manage and maintain records and logs regarding children's schedule of activities, maintain and update paperwork, communicate with parents regarding daily activities and/or concerns; maintain records and logs of staff attendance and performance and report these to Director.

Perform a variety of tasks incidental to the operation of the program including: collection of fees, preparation of materials, maintenance of facilities in a clean and orderly condition, and assistance in snack preparation.

Participate in child care Leadership Team meetings, conferences, in-service training programs, and parent education and involvement activities as assigned.

**OTHER DUTIES:**

Operate a variety of classroom and office equipment such as copiers, laminators, paper cutters, computers and assigned software.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Instructional methods and techniques related to Child Care Service programs, Preschool programs and After School programs.

Developmental needs of preschool age children as well as the theory and practice of early childhood education.

Curriculum, organization and direction of a Child Care Center serving 3-12 years of age.

Safety practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Classroom procedures and appropriate student conduct.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Applicable laws, codes, regulations, policies and procedures.

Computer software applications.

Behavior management techniques and strategies.

**ABILITY TO:**

Interact with and care for the physical needs of preschool children.

Assist in the care, supervision and learning activities of children.

Assist with planning and implementing a variety of activities to meet the needs and interests of



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children.

Assist in the preparation of instructional materials.

Assist with eating and housekeeping activities.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with students, parents, and staff.

Monitor, observe and report children behavior and progress.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain a hygienic classroom environment.

Problem solve and resolve issues.

Communicate effectively both orally and in writing.

Perform clerical duties, including maintenance of records and files, related to classroom activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one-year experience working with children in a learning, child care or similar environment.

**LICENSES AND OTHER REQUIREMENTS:**

Current CPR and First Aid card

Valid California Driver's License

For Preschool Assignments Only: Possess or obtain and maintain Child Development Site Supervisor Permit

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment. Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information.