



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

BASIC FUNCTION:

Under the direction of the Director- Pre-school & Child Care, assist in the care, supervision and learning activities of children enrolled in a designated child care center or program; assist with planning and implementing a variety of activities to meet the needs and interests of children.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in the care, supervision and learning activities of children enrolled in a designated child care center or program; provide quality child care and a safe and nurturing environment; respond to children's needs and problems in a patient, caring and sensitive manner.

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

Assist students with building self-esteem by providing proper examples, emotional support, friendly attitude and general guidance.

Observe and control behavior of students in the classroom according to approved procedures; escort children outside for various activities; oversee groups of students in games and play activities; assure safe outdoor play; report progress regarding student performance and behavior.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials.

Assist with meals as assigned; assist in the preparation of food items as directed; assist children with eating activities. Assist washing children's hands and faces after play times and meals; assist children with toileting as needed.

Provide classroom support to teachers by setting up work areas and displays, distributing and collecting paper, supplies and materials; assist in explaining the program to parents.

Provide routine first aid to injured students according to established procedures as needed; respond to medical emergencies and prepare related paperwork as appropriate.

Perform light housekeeping activities such cleaning meal areas as assigned by the position.

OTHER DUTIES:

Performs a variety of tasks incidental to the operation of the program including collection of fees, and operation of office and classroom equipment.

Perform related duties as assigned.



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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of early child development including proper care and discipline.
Child guidance principles and practices.
Basic instructional methods and techniques.
Oral and written communication skills.
Safe practices in classroom and playground activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:

Assist in the care, supervision and learning activities of children.
Assist with planning and implementing a variety of activities.
Assist in the preparation of instructional materials.
Assist with eating and housekeeping activities as directed.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report children's behavior and progress.
Operate standard office and classroom equipment.
Observe health and safety regulations.
Perform clerical duties related to classroom activities.
Maintain records and files.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.
Outdoor 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.