



LOWELL JOINT SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT - PRESCHOOL

Classified Salary Schedule
Range 15

JOB SUMMARY:

Under supervision, assists in the care, supervision and learning activities in the classroom and on the playground of preschool-aged students, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other Instructional Assistant classifications in that the primary responsibility is working with students in State preschool program.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assist teachers in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of preschool-aged students.
- Assist in the preparation of a variety of instructional materials and learning aids designed for learning of Preschool students.
- Supervise small groups or individual students under the directions of the Preschool Teacher; monitor students on the playground.
- Demonstrate standards of behavior and utilize a positive approach while working with children.
- Assist with snacks and other meals as appropriate; set up plates and meals; clean serving area after meals; assist students with cleanliness, brushing teeth and toileting as needed.
- Maintain and assure a clean, safe, attractive and positive learning environment; perform light housekeeping duties, including cleaning the classroom after students leave and preparing for the next day.
- May set up and operate simple audio-visual equipment, assisting students to learn through the use of computers and other teaching aids.
- Assist in administering routine first aid to students as needed; assist in toileting, administering medication and medical procedures in accordance with specific medical instructions as assigned
- Participate in meetings and in-service training programs as assigned.
- Assist teacher with classroom preparation and materials, maintaining a clean and safe learning environment.
- Routinely squat, crouch, sit on small chairs, and hard surfaces with students.
- Perform other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Basic concepts used in Early Childhood Education.
- Basic child psychology and development,
- Program policies, practices and procedures.
- Safe classroom and playground practices.
- Health and safety precautions and procedures
- Basic first aid procedures and health and safety regulations.
- Interpersonal relations skills using tact, patience and courtesy.

Ability to:

- Appropriately manage student behavior and guide students toward acceptable social behavior.
- Implement learning activities for children while maintaining a healthy and safe environment.

- Monitor and assist students.
- Squat, crouch or sit on small chairs low to the ground or hard floors.
- Demonstrate understanding, patient and receptive attitude toward students and staff.
- Work confidentially with discretion and independently with little supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform routine clerical duties.
- Lift and move items weighing up to 50 pounds.

Education/Training/Licenses/Experience:

Graduation from high school or its equivalent. Must meet one of the following qualifications as defined by the NCLB Act (SB1405): (1) AA degree or higher; (2) completion of at least 48 units of course work at an institution of higher education; (3) successfully pass the District’s local assessment test.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting and standing for extended periods of time. The employee may frequently move or lift children weighing up to 50 pounds unassisted. Occasional bending at the waist is required, as is kneeling, crouching, squatting, pushing and pulling. Employees may reach overhead as well as above the shoulders and horizontally.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; interpret policies and procedures; and interact cooperatively with District staff, parents, and the general public.

Work Environment:

While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

10 months per year, 5 days per week, up to 3.75 hours/day