

INSTRUCTIONAL ASSISTANT - CHILDREN'S CENTER

DEFINITION

To assist the children's center teacher in providing developmental child care to infant and preschool children attending a district day care center by performing activities including instructional assistance, behavioral management, feeding, and lavatory care.

DISTINGUISHING CHARACTERISTICS

This class is distinguished by its focus on providing developmental child care assistance to infants and preschool children in a day care center.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the director of adult education or his/her designee. Technical and functional supervision is provided by the children's center permit teacher to whom assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assist the teacher with the preparation and reinforcement of the presentation of learning materials; monitor and assist children through playtime, drill, and study activities after lessons and instructions have been provided by the teacher.

Assist the teacher to whom assigned in supervising children attending the day care center.

Assist the teacher in the day-to-day care of infants and preschool children, including feeding, toileting, and other personal care as appropriate.

Assist in carrying out behavior modification programs prescribed by the teacher.

Set up meals and snacks; assure that eating area is cleaned before and after use.

Read to children; explain words and meanings; rephrase materials and provide similar learning examples.

Assist in maintaining children's records and files; take attendance.

Assist in preparing instructional materials for duplication; make copies as directed.

Distribute playtime and learning materials, supplies and equipment; collect, assemble and distribute resource materials; assist in maintaining related inventories.

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EXAMPLES OF DUTIES

Assist the teacher in maintaining a neat, orderly, and safe learning environment.

May attend and participate in staff meetings, parent conferences, and conferences of professional organizations of child care educators.

Perform other duties related to this position.

QUALIFICATIONS

Knowledge of:

Principles of child development and behavioral management.

Principles of first aid and cardiopulmonary resuscitation (CPR) for infants and children.

Routine record keeping principles and practices.

English usage, spelling, grammar and punctuation.

Basic arithmetic principles.

Ability to:

Learn the general purposes and goals of developmental child care programs.

Learn behavioral management techniques.

Assist the teacher to whom assigned in the supervision of children.

Administer first aid and CPR to infants and children.

Administer assistance to children in their hygiene and lavatory needs; perform light to moderate lifting.

Maintain routine records of attendance and material inventory.

Learn and utilize standard instructional aids applicable to the child care program.

Make simple arithmetical calculations.

Read, write, and understand the English language.

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Ability to:

Understand and follow oral and written instructions.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Successful completion of a proficiency test, administered by the Sweetwater Union High School District or an agency having reciprocity with the District, in basic reading, writing, and mathematics skills is required as stated in the California Education Code. In addition, regulations for personnel employed in licensed day care centers in the State of California must be met. Passage of the proficiency test and the guidelines listed below are examples of qualifying experience and training:

Experience:

Some experience working with preschool children is highly desirable.

Training:

Equivalent to the completion of the twelfth grade and a minimum of six (6) semester units or equivalent quarter units of post-secondary child development or early childhood education course work from an accredited college or university.

License or Certificate

Possession of valid cards reflecting successful completion of training in first aid and cardiopulmonary resuscitation (CPR) administration to infants and children.

Possession of, or ability to obtain, a valid Food Handler's Certificate issued by the San Diego County Department of Health Services.