

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:           PRESCHOOL INSTRUCTIONAL ASSISTANT**

**DEFINITION:**

Under general supervision, assists in the supervision, care and instruction of students, and assists in preparing and organizing classroom activities and materials in the State Preschool Program.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Watches over students to ensure their safety in the classroom.

Assists program staff in implementing lesson plans.

Participates in planning of small group activities.

Following the teacher's plans, prepares and assists in instructing students in the use of a variety of supplementary instructional materials and audiovisual aids.

Confers with program staff, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of student progress and/or implementation of student objectives.

Assists with food preparation and serving.

Assists children with hygiene needs.

Maintains classroom equipment and student files.

Manages school site in the Preschool Teacher's absence.

Monitors classroom and playground activities to ensure a safe and positive learning environment.

Performs light housekeeping and yard cleanup activities.

Arranges classroom displays.

Participates in meetings.

Performs recordkeeping and clerical functions such as scheduling and photocopying.

Participates in school-related activities, after school hours, including Open Houses, Literacy Night, and Family Math Night.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

## **CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

CPR certification is required  
Child Development Assistant Permit is highly desirable

## **LANGUAGE REQUIREMENT:**

This classification requires oral competency and literacy in Spanish and English, and the ability to translate orally and in writing from English to Spanish and Spanish to English.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

Completion of high school or equivalent 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 within three years of hire date.

### **EXPERIENCE:**

A typical qualifying background would include experience (paid or volunteer) working with young children.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

State preschool or children's center instructional/tutorial procedures and practices.

### **ABILITY TO:**

Interact with and care for the physical needs of preschool children

Make observations of children's work, behaviors and development and provide feedback for use in assessments and instruction

Perform cleanup activities

Maintain a hygienic classroom environment

Communicate effectively both orally and in writing

Follow oral and written instructions

Attend meetings and in-service training activities

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

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

## **WORKING CONDITIONS AND PHYSICAL ABILITIES:**

### **WORKING CONDITIONS:**

Duties are typically performed in an office, classroom or outdoor setting.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit on the floor and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; stoop, kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects up to 25 pounds.

<b>Established</b>	<b>Approved by the Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Job Code</b>	<b>Salary Grade</b>
08/2001	08/08/2001	11/02, 8/03, 12/03, 7/09, 11/14, 06/15	Non-Exempt		30