

## **DEL MAR UNION SCHOOL DISTRICT**

### **CLASS TITLE: EARLY CHILDHOOD INSTRUCTIONAL ASSISTANT**

#### **BASIC FUNCTION:**

Under the general direction of the Director of Early Childhood Development Center, Coordinator/Assistant Director of Early Childhood, Early Childhood Site Team Leader and Early Childhood Preschool Teacher, assists in the care, supervision and learning activities of children enrolled in the infant/toddler and preschool programs in accordance with school district policies and in compliance with state and federal regulations and those outlined by the licensing agency.

#### **REPRESENTATIVE DUTIES:**

- Ensure a warm, caring, and stimulating environment for children to strengthen self-esteem and independence and develop physical, cognitive, emotional, creative and social skills.
- Assess and provide for the children's physical needs including holding, rocking, cleaning, diaper changing, toileting assistance, clothing, feeding, and nap and rest supervision; assist children with the development of self-help skills.
- Provide for the children's developmental needs including, assist in planning, preparing curriculum and utilizing developmentally appropriate learning materials; 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.
- Organize and supervise children in playground activities in a safe manner; take children on walks.
- Maintain records and logs regarding children's schedule of activities, nutrition and health needs; communicate with parents regarding daily activities and/or concerns.
- 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.
- Maintain classroom in a sanitary, neat and orderly manner including, sanitizing diaper changing area; cleaning and disinfecting play areas; cleaning serving and eating areas after meals; washing dishes, towels and other laundry; organizing play areas; arranges classroom displays and bulletin boards.
- Utilize behavior management strategies to monitor and support children's behavior; utilize an articulated behavior plan, document and report behavior concerns to appropriate personnel as required.
- Evaluate health of children; administer medication as directed; perform First Aid as necessary; contact parents as necessary; follow school health policy.
- Perform routine clerical duties such as filing and duplicating instructional materials.
- Monitor inventory of supplies and materials; report needs to appropriate personnel.
- Participate in meetings, conferences, in-service training programs, and parent education and involvement activities as assigned.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Basic needs and characteristics of infants, toddlers and pre-school children.
- Basic subjects taught in schools including, arithmetic, art, reading, and writing.
- Learning activities appropriate to infants, toddlers and pre-school children.
- Instructional techniques and strategies.
- Laws, regulations, policies and procedures related to assignment.
- Behavior management techniques and strategies.
- CPR and First Aid.

### **ABILITY TO:**

- Assist children with instructional and playground activities.
- Learn constructive play and instructional activities appropriate for infants, toddlers and preschool age children.
- Learn child guidance principles and practices.
- Create a warm and caring environment.
- Plan and implement age appropriate curriculum to meet all developmental needs as assigned.
- Work effectively with individuals and groups of preschool-aged children.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Maintain classroom in a clean, sanitary, orderly and safe condition.
- Assist children with personal needs.
- Maintain records.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and related experience working with children.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid CPR and First Aid.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Classroom and outdoor environment.
- Noisy at times.

### **PHYSICAL DEMANDS:**

- Standing for extended periods of time.
- Bending at the waist to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Seeing to monitor student activities and behavior.
- Dexterity of hands and fingers to demonstrate activities and prepare materials.
- Lifting children and heavy objects.

### **HAZARDS:**

- Exposure to communicable diseases.

## **TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

## **SALARY:**

Placement on the Classified Salary Schedule on Range 12.