

## Spencer Valley School

**CLASS TITLE:           PRESCHOOL INSTRUCTIONAL ASSISTANT**

**DEFINITION:**

Under general supervision, the Preschool Instructional Assistant assists in the supervision, care and instruction of children ages birth to age 5, and assists in preparing and organizing preschool activities and materials in the Infant-Toddler or 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:**

Watch over infants, toddlers, and/or preschool age children to ensure their safety in the preschool environment.

Assists program staff in setting up the learning and development environment and guiding children through learning activities.

Participates in planning of small group and individual activities.

Following the teacher's plans, prepares and assists children in the use of learning and developmentally appropriate materials in all Developmental Domains areas as specified by California Department of Education for infants, toddlers and preschoolers.

Confers with program staff, parents and/or appropriate community agency personnel for the purpose of assisting in observation and documentation of student progress and development.

Assists with food preparation and serving.

Assists children with hygiene needs and/or diapering.

Maintains classroom equipment and student files.

Implements health and safety requirements as established by Community Care Licensing (Title 22).

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

Performs light housekeeping and play yard cleanup activities.

Arranges classroom displays.

Participates in meetings.

Performs recordkeeping and clerical functions such as scheduling and photocopying.

Participates in preschool-related activities, after school hours, including Open Houses and family events.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

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

CPR certification is required

Proof of all required vaccinations, including measles and pertussis vaccines.

Child Development Assistant or Associate Permit with 3 units in infant care is highly desirable

**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 in a licensed child care facility serving children ages birth to five.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child development principles for infants, toddler and preschoolers.

Basic understanding of Community Care Licensing operational health and safety requirements in childcare settings.

**ABILITY TO:**

Interact with and care for the physical needs of infants, toddlers, and preschool age 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 preschool 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 children, parents, and program staff.

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

Maintain confidentiality.

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 50 pounds.