

## Sweetwater Union High School District

### INSTRUCTIONAL ASSISTANT - CHILDREN'S CENTER

#### **Purpose Statement**

The job of Instructional Assistant - Children's Center is done for the purpose/s of assisting the classroom teacher in the implementation of programs for the personal, emotional, and developmental growth for infant and preschool children; attending and assisting in the monitoring of behavior plans; and communicating observations to teachers, parents and administrators.

#### **Essential Functions**

- Assists the teacher in the day-to-day care of infants and preschool children attending the day care center for the purpose of help and relief for the teacher.
- Assist the teacher with a variety of activities (e.g. organize snacks/meals, distribute playtime/learning materials/supplies/equipment, collect/distribute/assemble resource materials, cleaning, organizing, etc.) for the purpose of providing a safe environment conducive to learning.
- Establishes positive individual relationships with referred students for the purpose of building the students' confidence and self esteem.
- Monitors behavior plans for the purpose of ensuring student compliance with established plans.
- Manages assigned special projects (e.g. reports, goals, etc.) for the purpose of ensuring that requirements are satisfied.
- Communicates with a variety of parties (e.g. teachers, parents, district personnel, outside professionals, etc.) for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Provides ongoing feedback for the purpose of informing supervisor, teacher, and parents of students' progress.
- Prepares a variety of written materials (e.g. correspondence, program descriptions, parent notices, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Performs record keeping and clerical functions, (e.g. taking attendance, filing, answering phones, faxing, copying, etc.) for the purpose of supporting the teacher, psychologist, and school counselor in providing necessary records/materials.
- Participates in a variety of meetings, program workshops, seminars, conferences, trainings, etc. for the purpose of conveying and/or gathering information required to perform job functions.

#### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: stages of child development; methods of motivating and controlling children; and awareness of codes, regulations and laws related to counseling students.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: providing direction and leadership; communicating with persons of varied backgrounds; maintaining confidentiality; and adapting to changing priorities.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under some hazardous conditions.

**Education/Experience**

Any combination equivalent to High School diploma and at least six semester units in child development or early childhood education from an accredited college or university, and job related experience.

**Required Testing**

Pre-employment Proficiency Test or 48 college credits.

**Certificates & Licenses**

CPR/First Aid Certificate (Infants and children); and Food Handler's Certificate.

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*

***Paraprofessional Job Description***

*Adopted by BOT 2/19/13*

***Salary Range: 42***