

BILINGUAL INSTRUCTIONAL ASSISTANT – PRESCHOOL STATE

DEFINITION

Under supervision, to assist instructional personnel in the preschool program; to provide learning and play experiences to individual students and small groups; to perform routine clerical and supportive tasks for instructional personnel; and to do other related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists instructional personnel with the presentation of learning materials and in follow up activities.
2. Assists preschool age children in safe learning and recreational experiences.
3. Uses positive reinforcement strategies and other techniques to assist students in the development of appropriate behavior and an appreciation of human diversity.
4. Assists children in the development of independence and basic social skills.
5. Prepares and assists in the set up and preparation of learning activities for use with individual or small groups of students.
6. Maintains a variety of records and files, including confidential student records and information.
7. May perform routine clerical tasks such as typing, computer operation, filing and photocopying.
8. May assist students with dressing, toileting, feeding and grooming.
9. Uses good judgment regarding appropriate action to assist injured or physically ill students.
10. Stores and maintains an appropriate inventory of instructional materials, supplies and equipment.
11. Assists in maintaining an orderly, attractive, and positive learning environment.
12. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development, developmental behavior characteristics; student behavior management strategies and techniques; and routine record keeping techniques.

Ability to:

Read, write, and speak English and another designated language fluently; demonstrate an understanding, patient, and receptive attitude toward young children; utilize a variety of learning activities procedures; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; communicate effectively in oral and written form; appreciate human diversity; pass a District proficiency test in a second designated language; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and some experience in dealing with preschool age children is preferred. Two Early Childhood Education units and the completion of four additional ECE units within one year of appointment.

License/Certificate Requirement:

Possession of a valid California Driver's License.

Pass a District proficiency test in English usage, language arts and math or have passed CBEST or have completed two years of college.

Fingerprint Requirement:

Fingerprint clearance: 1) Department of Justice 2) FBI

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

10/98

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