

## **INSTRUCTIONAL ASSISTANT – TRANSITIONAL KINDERGARTEN**

### DEFINITION

Under supervision of the principal, and as directed by a certificated employee, assist with a variety of instructional activities for students, and assist in providing a safe and nurturing environment conducive to the growth and well-being of children. Perform a variety of clerical tasks required for articulation with classroom teachers, administrators, and district personnel; and perform related work as required.

### EXAMPLES OF DUTIES

Monitor and assist students as a follow-up to instruction given by the classroom teacher; oversee and supervise students during classroom activities, recess periods and field trips; assist with body-care needs (i.e. toileting, diapering); assist in maintaining a neat, orderly and attractive learning environment; assist in yard duty; tutor small groups of students using provided lessons as directed; provide supervision and instruction to large groups of students using provided lessons as directed; provide an educationally motivating environment; incorporate behavior modification methods as needed; maintain daily records of student progress; attend meetings and trainings as required; assist in communicating student progress to classroom teachers, parents and administrators.

### QUALIFICATIONS

#### Knowledge of

Student behavior and characteristics; supervision and motivation of students; correct oral and written usage of English; basic math, reading and composition skills; simple record keeping.

#### Ability to

Learn, understand, and apply knowledge of the reading process and how it is developed; implement the provided curriculum and instructional techniques; realize when curriculum modifications are needed to meet students' needs and provide appropriate modifications; establish and maintain cooperative work relationships.

#### Experience

Experience working with large and small groups of children preferred.

#### Education

Pass required mathematics, reading and writing proficiency examination; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST.

#### Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work-related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

#### Licenses

Possession of a valid and appropriate California Driver's License if required.