

# JOB DESCRIPTION



Classroom Instructional Assistant

(Job Title)

Exempt ( )                      11/20/17                      Teaching Staff  
Non Exempt ( X )                      Date                      Classification Series

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## General Definition

Under the direction of the Center Director/Assistant Center Director, assist in the teaching and learning activities of the classroom in a Head Start setting, while maintaining compliance with Head Start Performance Standards, California Community Care Licensing Regulation (Title 22) and Agency requirements. Assist in providing a comprehensive program to meet educational, emotional, social, health, nutritional, and psychological needs of children, and to attend to their safety and welfare.

Note: A Classroom Instructional Assistant position will be assigned as a third staff person in the classroom.

A Substitute Classroom Instructional Assistant may substitute as a teacher assistant or teacher on an occasion or for a maximum term of a consecutive four-week assignment.

**SUPERVISION RECEIVED:**  
Center Director/Assistant Center Director

**PROVIDES WORK DIRECTION TO:**  
None

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## ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:

1. Assist in all active supervision responsibilities, activities, and strategies;
2. Assist in planning and maintaining a safe, clean, learning environment and in assuring the well-being and safety of the children;
3. Maintain a cooperative attitude of working together with volunteers, parents, and program specialists in planning and implementing activities;
4. Assist in implementing the developmental assessment for each child to determine the child's strengths and areas in which each child may need help;
5. Assist in maintaining discipline and supervision of children during all activities;

6. Develop a positive relationship with each child and promote the development of self-esteem and self-discipline;
7. Provide input on weekly planning forms;
8. Assist in collecting data and file in children's portfolios and files;
9. Assist with kitchen duties and mealtime preparation as needed;
10. Assist in providing an atmosphere that promotes and reinforces parental involvement in the classroom and
11. Assist in ensuring that children's daily hygiene needs are met by modeling such routines as tooth brushing, hand washing, use of the bathroom, and meal times.

**TYPICAL DUTIES:**

1. Perform any other tasks deemed necessary by center director.

## **Minimum Employment Qualifications/Competencies**

**EDUCATION AND EXPERIENCE:**

A minimum of six (6) months of demonstrated classroom experience or equivalent in a licensed preschool facility.

**Head Start**

1. Child Development Associate Credential (CDA), OR
2. 12 units in ECE/ECD.
3. High School Diploma

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

1. Early childhood education, child development.
2. Local educational and community resources and their ability to be used in the classroom; and
3. Head Start Policies and Procedures preferred.

**Ability to:**

1. Follow directions of center director;
2. To work well with young children;

3. Be proficient in oral and written communication in English language and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
4. Speak effectively with children, parents, and other staff;
5. Apply common sense understanding to carry out detailed but uninvolved written or oral instructions;
6. Communicate with people of various educational, socioeconomic, and cultural backgrounds;
7. Plan and implement activities with children consistent with the curriculum guide, resources and training provided;
8. Follow basic principles of early childhood development; and
9. Establish and maintain effective, working relationships with children, parents, staff, and program specialists.

#### **PHYSICAL REQUIREMENTS:**

1. Good manual dexterity;
2. Must have the ability to sit and stand for extended periods;
3. Must have excellent speaking and hearing ability;
4. Must be able to input data using a computer terminal keyboard;
5. Observe and hear sounds of the environment for health and safety;
6. Be able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure Children's health and safety; and
7. Move up to 40 pounds while moving and holding children.

#### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Positive, Goal-Oriented Relationships:** Engages in mutually respectful goal-orientated partnerships with families to promote parent-child relationships and family well-being.
- **Self-Aware and Culturally Responsive Relationships:** Respects and responds appropriately to the culture, language, values, and family structures of each family served.
- **Family Well-Being and Families as Learners:** Supports families' safety, health, financial stability, life goals, and aspirations.
- **Parent-Child Relationships and Families as Lifelong Educators:** Assist in enhancing parent-child relationship and supports parents' role as the first and lifelong educators of their children.
- **Family Connections to Peers and Community:** Assist in the facilitation of networks and group activities that support families' strengths, interests, and needs.
- **Family Access to Community Resources:** Assist in supporting families in using community resources that enhance family well-being and children's learning and development.

- **Coordinated, Integrated and Comprehensive Services:** Acts as a member of a comprehensive services team so that family service activities are coordinated and integrated throughout the program.
- **Data Driven Services and Continuous Improvement:** Assist in the collection of information to find new solutions to challenges as part of ongoing monitoring in order to continuously improve services.
- **Foundations for Professional Growth:** Participates actively in opportunities for continuous professional development.

***Disclaimer:** "This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with this position. Nothing in the job description restricts AKA Head Start's right to change, assign, or re-assign duties and responsibilities at any time for any reason."*

**CERTIFICATION:** *I certify that I have reviewed the role expectations of my position and understand the description of my job as outlined above.*

Employee's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

**BOD Approved: 11/20/17**