

CAMPBELL UNION SCHOOL DISTRICT INSTRUCTIONAL ASSISTANT - CHILD DEVELOPMENT CENTER

JOB DESCRIPTION:

Under the direction of the Preschool Director and daily supervision of the Child Development Specialist, assist in providing care, supervision and instruction to infants, toddlers, and preschool children in a classroom or other learning environment; assist with planning and implementing a variety of activities to meet the needs and interests of the children; perform a variety of clerical support duties. Assist with curriculum implementation including full compliance with the State Department of Education, Child Development Division Funding Terms and conditions, Title 5 regulations and Title 22 Community Care Licensing regulations.

RESPONSIBILITIES:

- Assist in providing care, supervision and instruction to infants, toddlers, and/or preschool children in a classroom or other learning environment.
- Assist with the implementation of lesson plans; assist children by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; assist children with classroom tasks and activities; read age appropriate stories to children.
- Observe and support appropriate behavior of children in the classroom and during outdoor activities according to approved procedures; report progress regarding child performance and behavior; confer with appropriate teaching and administrative team concerning child progress and behavior as appropriate.
- Perform a variety of clerical duties in support of classroom activities such as preparing, duplicating and filing instructional materials; taking daily attendance, conducting daily health screening prior to admittance to the classroom, ensuring each child is signed in/out by an authorized adult over the age of 18 each day with a full legal signature and time in/out -
- Assure the health and safety of children by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials as directed.
- Ensures that children are under visual supervision at all times.
- Perform light housekeeping duties including but not limited to washing dishes, cleaning and sanitizing tables and materials as appropriate, and sweeping floors as assigned.
- Assist with preparation and facilitation of meal time and eating/feeding activities; napping, assist children in washing hands and faces after play times and meals; assist children with diapering, toileting, toilet training, or other regulatory activities to support the child's sense of security in the classroom with other adults and children
- Operate a variety of classroom and office equipment including a computer, copier, paper cutter and laminator.
- As a mandated reporter, identify and report suspected cases of child abuse

- and/or neglect to the proper authorities.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist in providing care, supervision and instruction to infants and/or preschool children in a classroom or other learning environment.
- Assist with implementing a variety of activities to meet the needs and interests of the children.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Perform clerical duties related to classroom activities.
- Maintain records and files.

EDUCATION AND EXPERIENCE:

- Must be 18 years of age or older
- Education equivalent to the completion of the 12th grade.
- A minimum of 12 Core Early Childhood Education (ECE) semester units completed with a grade of C or better required. Core courses include: Child Growth and Development, Child Family Community, Curriculum, Elective. Must have completed or enroll in and successfully complete 3 semester units or equivalent of infant/toddler coursework required for Infant/Toddler classrooms within probationary period.
- For designated opening or closing shift positions, the following additional educational or course requirements must be met prior to hire: completion of at least 15 hours of training on preventive health practices and successful completion of 3 or more semester units or equivalent of ECE/CD Program Administration/Staff Relations

For positions **designated** "Bilingual/Bilingual required" by the district, successful completion of the test certifying bilingualism and biliteracy in English and another

language, determined by Campbell Union School District is required.

REPORTS TO:

Preschool Director

TERMS OF EMPLOYMENT:

- Salary and work year to be according to the current schedule.
- Upon hire, employee is required to provide a physical health screening; shall be verified by a licensed physician, including a test for tuberculosis, performed by or under the supervision of a physician not more than one year prior to or seven days after employment.
- Upon hire, employee is required to provide proof of influenza, pertussis, measles, and COVID immunizations. You shall receive the influenza vaccine between August 1 and December 1 of each year of employment.
- Obtain within 6 months of hire and maintain valid EMSA or American Red Cross or American Heart Association approved Pediatric and Adult CPR and First Aid certification.
- Must complete California Child Care Provider: Mandated Reporter Training within 90 days of hire, and recertify every two years (AB 1207).
- Upon hire, pass district administered criminal record review including Department of Justice and Federal Bureau of Investigations clearance as required by law.
- This position requirements are subject to change in accordance with CDSS-CCLD 101216, 101216.1 and California Department of Education EC 8208(af), 8360.

EVALUATION:

Performance of this job will be evaluated in accordance with the District's policies and procedures and existing contract between Campbell Union School District and the California School Employees Association, Chapter 868.

WORKING CONDITIONS:

Classroom and playground environment.
Possible exposure to bodily fluids.

PHYSICAL DEMANDS:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.