BUENA PARK SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT: TODDLER/PRESCHOOL
(Even Start/Family Literacy)

DEFINITION:
Under the direction of the School Readiness Coordinator, provides enriched child care environment for toddlers and preschooolers while parents attend adult education classes; supports preschool classroom instructional program; supervises and manages a group of children in a safe environment; and do other related work as required.

EXAMPLES OF DUTIES:
Supervise children in all activities, including indoors and outdoors activities, during snack and mealtime, during adult education and parenting classes; assist with planning, preparing, and implementing a variety of activities to meet the needs and interests of toddlers/preschoolers; direct group activities of students as assigned; provide emotional support, a friendly attitude and general guidance; participate with children and encourage their involvement in activities; observe and control behavior of students according to approved procedures; report progress regarding student progress and behavior to supervisor; provide for the safety of children as required; respond to needs of the children in a patient, caring, and sensitive manner; assist in communicating with children and parents; assist students in developing communication skills and serve as an appropriate language model; set up and clean up eating areas; assist children with washing according to developmental stages; assist children with toileting according to developmental stages, changing children as necessary; assist students in developing self-help skills, communicate with instructor regarding needs for appropriate materials to meet the developmental and linguistic needs of children; maintain a caring, clean, safe, sanitary, and orderly classroom environment; participate in meetings and in service training programs as assigned; follow District procedures; perform first aid as necessary; and perform other duties as required.

QUALIFICATIONS:
Knowledge of:
Basic principles of early childhood development, including proper discipline applicable in a young childhood setting; safe practices for toddler/preschool classroom and playground activities; behavior management strategies and techniques; appropriate English usage, punctuation, spelling and grammar; basic arithmetical concepts; routine record storage, retrieval and management procedures; and interpersonal skills using tact, patience and courtesy; second language ability desirable.

Ability to:
Ability to perform essential functions of the job with or without reasonable accommodation; learn, apply, and explain early childhood and District philosophies, policies, procedures, and guidelines; read, write and communicate effectively, in both written and oral form, in English; communicate effectively with a wide range of individuals, including preschool children and adults, demonstrating poise, patience and understanding; establish and maintain cooperative working relationships with children and adults; assist in the planning and implementing of a variety of activities to meet the needs and interests of toddlers/preschoolers; coordinate and participate in activities with groups of children; use positive and appropriate methods of behavior management and modification for participating children; determine appropriate action within defined guidelines; understand and follow oral and written directions.
EXPERIENCE:
Prior paid or volunteer experience working with toddler and/or preschool-aged children is desirable.

EDUCATION:
Equivalent to the completion of the twelfth grade.

Legally required to have completed six units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college OR the completion of at least two units of Early Childhood Education (ECE) or Child Development (CD) coursework from an accredited college, university or community college each semester or quarter following initial employment, and continuation in the educational program each semester or quarter until twenty-four units have been completed or ECE Certificate has been completed.

CERTIFICATE REQUIREMENT:
Must obtain within 30 days of employment a First Aid Certificate and CPR Certificate.

Revised: August 13, 2001