



## **HUNTINGTON BEACH CITY SCHOOL DISTRICT**

### **EARLY CHILDHOOD INSTRUCTIONAL ASSISTANT**

Established date: 2/4/2017

Revision date: 6/29/2022

#### **GENERAL PURPOSE**

This is a classified position and provides service in the care, development, and instruction of children in a early childhood program, as required by Federal regulations, State of California Regulations (Community Child Care Licensing Title 22, Title 5, Education Code, and Health and Safety Codes), and HBCSD District Policies and Procedures. Early childhood for this job description is defined as preschool through transitional kindergarten-aged children.

#### **DISTINGUISHING CHARACTERISTICS**

Under immediate supervision, assist early childhood Teacher or Preschool Academy Instructor with instruction to individual or small groups of children in a classroom or other learning environment; assist instructional staff in preparation of and in conducting child development activities; and perform related work as assigned. General orientation and direction are provided by the early childhood staff or assigned classroom Instructor. This position reports directly to the Director of Early Childhood Education or Principal.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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 these set forth below to address business needs and changing business practices.

1. Maintain mandated licensing requirements at all times including supervision and adult to child ratios.
2. Assure the health and safety of children by following health and safety practices and procedures; administer basic first aid as needed and seek assistance for non-routine illnesses and injuries; may assist in administering medication and medical procedures in accordance with specific training and Individualized Health Plans.
3. Use positive reinforcement strategies and other techniques to assist children in the development of pro-social behavior and appreciation of human diversity.
4. Assist children with daily living activities such as with dressing, toileting, feeding, handwashing and grooming as needed; help with snack/meals and adhere to guidelines of meal services as appropriate; set up plates and meals; clean serving area after meals as needed.
5. Assist and provide instructional services for children with special needs consistent with their Educational Plans.
6. Assist instructional personnel in creating and maintaining a learning environment designed to develop the physical, cognitive, emotional, creative, language, and social skills of early childhood-aged children; assist in facilitating learning experience that promote autonomy, interactions, and choice.
7. Maintain a high degree of confidentiality regarding all aspects of program records including child/family files and information.
8. Assist with the development and delivery of daily instruction utilizing the State of California Learning Foundation and Curriculum Frameworks or related resources.

9. Use a variety of instructional materials and strategies, such as inquiry, group discussion, discovery, project-based learning, and technology.
10. Assist in creating an effective environment for learning through current, functional, and attractive displays, bulletin boards, and interest centers.
11. Perform routine housekeeping tasks in both indoor and outdoor environments to ensure equipment and facilities are maintained in a neat, safe, clean, and orderly manner.
12. Assist in the evaluation and documentation of children's development, collect and analyze data, and prepare portfolios, progress reports and various other children files using the program and state required assessments and evaluation tools.
13. Assist in the communication with parents/guardians.
14. Maintain cooperative relationships with those contracted in the course of work including children, families, district staff, and general public.
15. Attend staff, parent/guardian and other meetings as assigned.
16. Participate in district professional development activities, which may include webinars, workshops and/or seminars as directed.
17. Develop personal and professional performance goals with the Director of Early Childhood Education or Principal.
18. Perform a variety of clerical duties, which may include filing, word processing and data entry and/or duplication of materials, setting up work areas and displays, assembling instructional materials, taking attendance, and distributing/collecting supplies.
19. Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Federal, State, and HBCSD policies, rules and regulations.
2. Basic concepts used in Early Childhood education; program policies, practices and philosophy.
3. General concepts of early childhood growth and development and child behavior characteristics.
4. Methods and techniques of educating, observing and providing positive guidance for young children.
5. Health, safety and nutrition requirements of children.
6. Safe practices in indoor and outdoor environments.
7. Methods for effective cooperation with instructional staff and other adults.
8. Correct English usage, grammar, spelling, punctuation, and vocabulary.
9. Routine record keeping and data collection.
10. Operation of a variety of instructional media, computers, office machines and equipment.

### **Ability to:**

1. Follow Federal, State, and HBCSD Policies and procedures.
2. Provide care and supervision for early childhood age children enrolled in a District early childhood program.
3. Assist with instruction and related activities in a classroom or assigned learning environment.
4. Provide positive guidance, behavioral intervention, supports and strategies to engage and motivate young children.
5. Monitor, observe and document the development and progress of young children according to approved policies and procedures.
6. Maintain a clean, healthy, safe, attractive and positive learning environment.
7. Analyze situations accurately and adopt an effective course of action.
8. Demonstrate cross-cultural sensitivity and respect, and interpersonal skills using tact, patience and courtesy.
9. Communicate effectively in English in oral and written form.
10. Establish and maintain cooperative working relationships with children and adults.
11. Assume responsibility for supervision of children.

12. Develop and maintain effective relationships with children and families.
13. Demonstrate a patient, receptive, and empathic attitude toward children.
14. Assist in the maintenance of child data/records and learning materials inside and outside the classroom.
15. Understand and carry out oral and written instructions.
16. Plan and organize work to meet schedules and time lines.
17. Perform routine clerical work to maintain records, files and basic arithmetical calculations.
18. Operate a variety of instructional media, computers, office machines and equipment.
19. Maintain regular attendance and punctuality.
20. Maintain confidentiality.

**Education, Training and Experience:**

A minimum of six (6) units of early childhood education or child development core classes at an accredited college or university are required upon appointment and continuation in the educational program each semester until twelve (12) early childhood education core units have been completed. The twelve (12) core units must cover the general areas of Child Growth and Development; Child Family and Community; and Programs/Curriculum. (Required)

Basic word processing and computer proficiency is required. (Required)

Six (6) months of experience in a licensed early childhood center or comparable program is highly desirable.

Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services for early childhood.

**Licenses, Certificates, and Special Requirements:**

Possession of a valid California Driver’s License.

Pass the District’s adopted Proficiency Examination with a satisfactory score of seventy percent (70%) or higher (Education Code 45344.5)

Annual trainings as required by federal, state, and district policies.

Child Development Permit for Assistant Teacher, Teacher is highly desirable. Bilingual/Bi-literate English/Spanish highly desirable.

Successful completion of fingerprinting is required prior to the first day of work with the Department of Justice, FBI, and Department of Social Services, and Community Care Licensing Division (CCLD).

Incumbents are mandated reporters.

Valid Pediatric First Aid and Pediatric CPR Certificate. Courses in Pediatric First Aid and CPR from the Red Cross, American Heart Association, an accredited college or university or Emergency Medical Services Authorized (EMSA) courses will be accepted. Renewal of these certificates will be required every two (2) years at the expense of HBCSD.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 50 pounds unaided and be able to assist students who may have physical disabilities. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, drawings and specifications; analyze and solve problems; use shop math and mathematical reasoning; work under deadlines with interruptions; and interacts with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

## WORK ENVIRONMENT:

Indoor and outdoor environment.

This position classification performs light work that involves sitting a portion of the time, may require lifting up to fifty (50) pounds, pushing and/or pulling of objects, and walking and standing for extended periods.

Positions in this class require mobility to stand, stoop, and reach and bend, and dexterity of hands to grasp and manipulate small objects.

This position requires accurate perceiving of sound, near and far vision, peripheral vision, depth perception and the ability to adjust focus.

The noise level in this work environment is usually moderate to loud at an acceptable level.

There is possible exposure to blood-borne pathogens, body fluids, and communicable disease and occasional work with sharp objects (i.e. scissors).

The employee must possess mental and physical health and hygiene conducive to the high standards of the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job

FLSA Designation:	Non-Exempt
EEO Category:	Service - Maintenance
Bargaining Unit:	CSEA
Probationary Period:	6 months