

LOWELL JOINT SCHOOL DISTRICT



INSTRUCTIONAL ASSISTANT – EARLY CHILDHOOD PROGRAM - LEARNING LINK

Classified Salary Schedule
Range 15

JOB SUMMARY:

Under supervision, assists parents and children in early childhood activities related to the development of physical, cognitive, emotional, and social skills of children that are newborn to five years old.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other Instructional Assistant classifications in that the primary responsibility is working in early childhood programs including a Learning Link with parents and their children ages newborn to five years old.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assist parents and their children in early childhood activities in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of children ages newborn to five.
- Assist in the preparation of a variety of instructional materials and learning aids designed for early childhood programs designated for children ages newborn to five.
- Present established early childhood program activities to both adults and children.
- Facilitate parents and their children under the direction of the Supervisor.
- Demonstrate standards of behavior and utilize a positive approach while working with children.
- Maintain and assure a clean, safe, attractive and positive learning environment; perform light cleaning duties, including cleaning the classroom after parents and their children leave and preparing for the next day.
- May set up and operate simple audio-visual equipment, assisting students to learn through the use of computers and other teaching aids.
- Participate in meetings and in-service training programs as assigned.
- Assist Supervisor with classroom preparation and materials, maintaining a clean and safe learning environment.
- Receive and document donations as needed.
- Perform other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Basic concepts used in Early Childhood Education.
- Basic child psychology and development.
- Program policies, practices and procedures.
- Safe classroom and playground practices.
- Health and safety precautions and procedures
- Basic first aid procedures and health and safety regulations.
- Interpersonal relational skills using tact, patience and courtesy.

Ability to:

- Appropriately guide parents and their children toward acceptable social behavior.
- Implement learning activities for parents and their children while maintaining a healthy and safe environment.
- Monitor and assist students and parents.
- Demonstrate understanding, patience and a receptive attitude toward parents, children and staff.
- Work confidentially with discretion and independently with little supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform routine clerical duties, including the collection and recording of transactions.
- Lift and move items weighing up to 50 pounds.

Education/Training/Licenses/Experience:

Graduation from high school or its equivalent. At least one year working with children in an instructional capacity. First Aid and CPR certificates. Valid Child Development Assistant Permit issued by the Commission on Teacher Credentialing preferred and/or Early Childhood Education coursework.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment 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. These physical demands are generic in nature and tasks may vary depending on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting and standing for extended periods of time. The employee may frequently move or lift children weighing up to 50 pounds unassisted. Occasional bending at the waist is required, as is kneeling, crouching, pushing and pulling. Employees may reach overhead as well as above the shoulders and horizontally.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; interpret policies and procedures; and interact cooperatively with District staff, parents, and the general public.

Work Environment:

While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.