

## MOUNTAIN VIEW SCHOOL DISTRICT

### INSTRUCTIONAL ASSISTANT HEADSTART/CHILDREN'S CENTER

#### DEFINITION

Under general supervision, performs a variety of instructional and supervised play activities; assists in the conduct of early childhood and/or primary grades learning experiences; and does other related work as required.

#### ESSENTIAL DUTIES

- Assists instructional personnel in the preparation of learning materials and in the conduct of instructional and play activities.
- Works with individual students and small groups of children to reinforce and follow up learning activities.
- Monitors and assists children in feeding, toileting and self-help skill development activities.
- Monitors and interacts with students in practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel.
- Directs children into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors.
- Assists in the management of child behavior through the use of positive strategies and techniques.
- Prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students.
- May maintain a variety of records and files, including student records and child observation information.
- Operates a variety of instructional media machines and equipment.
- May assist in maintaining instructional materials, supplies and equipment.
- Administers routine first aid and requests assistance for non-routine injury or illness.
- Assists in maintaining an orderly, attractive, and positive learning environment.
- May participate in parent conferences, home calls and other student progress report activities.
- May work with parents in the instructional setting.

#### QUALIFICATIONS

##### Knowledge of:

Basic concepts of child growth and development, and developmental behavior characteristics;  
Student behavior management strategies and techniques;  
Appropriate English usage, punctuation, spelling, and grammar;  
Basic arithmetical concepts;  
Routine record management, storage, and retrieval systems and procedures.

##### Ability to:

Demonstrate an understanding, patient, and receptive attitude toward children;  
Communicate effectively in oral and written form in English, and in a second language, if required by the assignment;  
Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;  
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive learning environment;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships with children and adults.

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**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but may involve running, walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year of paid or volunteer experience working with early childhood children, preferably in a Head Start or Child Care setting.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in child growth and development, instructional technology, or a closely related field.

**CONDITION OF EMPLOYMENT**

- Must have completed six (6) units of coursework in Early Childhood Education, or completion of at least two courses in Early Childhood Education or child development following initial employment. **In addition, participate in Los Angeles County Office of Education Career Development Initiative Pathways, or equivalent program, meeting the program provisions.**
- Possession of a valid First Aid certificate with pediatric CPR certification is desired.
- Department of Justice and FBI Fingerprint clearance.
- Child Abuse Index Check
- Pre-employment Physical Examination required.