



# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

## STATE PRESCHOOL INSTRUCTIONAL ASSISTANT

### DEFINITION

Under supervision, to assist teachers in classroom operations; to assist preschool instructors in instruction and the reinforcement of instruction of students individually and in small groups in accordance with instructions; to provide instructional record keeping support; to perform routine clerical duties; maintain positive interactions with children, staff and parents; maintain safe environments; and to perform related work as required.

### EXAMPLES OF DUTIES

*The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.*

Assists the preschool instructor with all aspects of the center including student assessment data collection, enrollment, attendance, and preparation and implementation of materials and lessons.

Supervises children at play, directs play activities, stop unsafe play and develops play materials as required.

Supervise children in all aspects of daily routine.

Assists with the planning, organization and implementation of age appropriate learning activities which meet individual and developmental needs of each of the children.

Assumes responsibility for the safety of children, by providing an environment free from harm or danger, while maintaining sanitary conditions.

Uses a variety of techniques and strategies to enhance and develop the social, emotional, physical and cognitive development of children.

Performs a variety of instructional support/clerical duties such as photocopying instructional or other materials, laminating instructional materials, preparing materials for lessons and projects.

Assists students by providing proper examples, support, a friendly attitude and general guidance in a warm, caring environment for children.

Exhibit interpersonal skills demonstrating tact, patience and courtesy, maintaining open communication with all staff.

Assists in planning and implementation of parent education or parent involved activities. Assists in general housekeeping, material, and outdoor equipment management.

Participates in regularly scheduled staff meetings and staff development.

Performs first aid as necessary.

Accepts field trip responsibility when assigned.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic child guidance principles and practices.

Safe practices in classroom and playground activities.

Interpersonal skills using tact, patience and courtesy.

Record keeping techniques.

Instructional techniques, methods and materials.

### **Ability to:**

Communicate effectively, verbally and in writing, in English.

Operate equipment and perform clerical duties and operate a variety of office, audio-visual, education and physical training equipment such as copiers, laminator, tape recorder, computer and typewriter as necessary.

Work confidentially and with discretion.

Establish and maintain effective and cooperative working relationships with school site and preschool staff.

Print and write legibly.

Adapt to a wide variety of individual student needs.

Maintain accurate records as required.

Lift 25 lbs.

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to graduation from high school, and successful completion of six units Early Childhood Education. Possession of ECE Assistant Permit or higher from the CTC or proof of application for permit.

Current First Aid certificate and Infant/Child CPR Certificate required.

## PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

*The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.*

### PHYSICAL DEMANDS

#### **Vision: (which may be corrected)**

Read normal print

#### **Hearing: (which may be corrected)**

Hear sounds which warn of potential danger

Hear speech in classroom setting

#### **Speech:**

Speak with a level of proficiency and volume to be understood in face-to-face public contact

Speak with a level of proficiency and volume to be understood in a classroom

Speak for prolonged periods

#### **Upper Body Mobility:**

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects

Turn, raise, and lower head, twist and bend at torso

#### **Lower Body Mobility:**

Walk on uneven terrain

Walk on even surfaces

Climb stairs

Bend at waist

Stoop

Stand for prolonged periods of 50 minutes

#### **Strength:**

To lift, and/or carry objects which weigh as much as 10 pounds on a regular basis

To push and pull objects which weigh as much as 50 pounds on **a regular** basis

### ASSOCIATED TASKS

#### **To perform tasks such as to:**

Read curriculum and grade student work

#### **To perform tasks such as to:**

Supervise students and respond to emergencies; hear breaking glass or falling furniture; hear students cry or scream

Respond to student questions; listen to reading groups

#### **To perform tasks such as to:**

Communicate with teachers and students

Reinforce instructions and talk to groups of students

Instruct and supervise students

#### **To perform tasks such as to:**

Operate special equipment and appliances; provide physical assistance to students, and write with pencil and pen; use manual or sign language (some positions); use hand to guide hand of student; carry student materials; feed student

Tie shoes, assist students with mobility, watch in all directions when pushing wheel chair in crowded passageways and on playground; and respond to emergencies

#### **To perform tasks such as to:**

Supervise students on playground

Supervise students in the classroom setting

Walk to classrooms; follow disaster plan (some positions)

Pick up materials; assist children at desks

Assist students to tie shoes; clean spills; assist student who has fallen to get up

Circulate throughout classroom

#### **To perform tasks such as to:**

Lift instructional materials; lift stack of books

Push AV equipment on cart

**Environmental Requirements:**

Constant work interruptions

Work around dirt/dust

Work independently

Work cooperatively with others

Work inside

**Mental Requirement:**

Read, write, understand, interpret, and apply information at 12<sup>th</sup> grade proficiency level

Math skills at a 12<sup>th</sup> grade proficiency level

Copying

Coordinating

Judgment and process information quickly and make quick decisions

Learn quickly and follow verbal procedures and standards

Listen

Demonstrate

Give verbal instruction

**To perform tasks such as to:**

Instruct and supervise students; respond to student questions

Supervise students outdoors

Instruct groups of students in absence of teacher; supervise students during recess

Coordinate activities with teachers and staff

Perform all classroom duties

**To perform tasks such as to:**

Read and understand curriculum; reinforce instruction in all subject areas

Reinforce instruction; correct and grade papers

Document information and maintain student records

Set up projects

Work safely and effectively with students

Reinforce teacher instruction; assist teacher by following spontaneous instructions; follow instructions in emergency; follow child abuse reporting procedures

Understand student questions

Reinforce teacher lessons

Instruct and supervise students