

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-CHILD DEVELOPMENT/BILINGUAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in providing care, supervision and learning activities to limited or non-English speaking children in a classroom or other learning environment by translating oral and written communications; translate for teachers or non-English speaking parents as assigned; assist with assignments, meals, play, hygiene, cleaning and various other activities to meet the needs and interests of the children; perform a variety of clerical support duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in providing care, supervision and instruction to limited or non-English speaking preschool and school-age children in a classroom or other learning environment by translating oral and written communications; translate for teachers or non-English speaking parents as assigned.

Provide children with proper examples, emotional support, friendly attitude and general guidance; assist the teacher with the development and implementation of classroom activities.

Assist individual and small groups of children with projects and assignments; assist children with letter and word pronunciation and recognition; assist with planning and implementing a variety of activities to meet the needs and interests of the children; assist children with homework and classroom assignments; read age-appropriate stories to students.

Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; assist in the assessment of student skills and progress; report progress regarding child performance and behavior; confer with parents concerning child progress and behavior as appropriate.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; log students in and out of classroom as directed; maintain student files as assigned.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials; perform light housekeeping duties including washing dishes, clearing lunch tables and sweeping floors as assigned.

Assist with snack and lunch time as assigned; prepare snacks; set up and clean eating areas; assist with washing children's hands and faces after play times and meals as needed; assist children with toileting as needed.

Oversee and interact with children during games, play, outings, recreational and other group activities; oversee and assist with naptime functions as assigned.

Adopted by the Board on January 29, 2008

Operate a variety of classroom and office equipment such as copiers, paper cutters, laminators, computers and assigned software.

Oversee groups of students in lunchroom, recess and other playground activities as assigned; escort children to and from classrooms; assure safe outdoor play.

Attend assigned meetings, conferences and in-services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of early childhood development.

Child guidance principles and practices.

Correct oral and written usage of English and a designated second language.

Classroom procedures and appropriate child conduct.

Safe practices in classroom and playground activities.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Assist with anecdotal record keeping and the Desired Results Developmental Profiles.

Assist in providing care, supervision and learning activities to preschool and school-age children in a classroom or other learning environment.

Read, write, translate and interpret English and a designated second language.

Assist with planning and implementing a variety of activities to meet the needs and interests of the children.

Assist in the preparation of instructional materials and provide routine clerical support.

Assist with eating and housekeeping activities as directed.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Assist with the development of lesson plans.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Perform clerical duties related to classroom activities.

Maintain records and files.

EDUCATION AND EXPERIENCE:

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Any combination equivalent to: graduation from high school and six (6) college semester units in Early Childhood Education (ECE).

LICENSES AND OTHER REQUIREMENTS:

This position requires that the person be able to translate oral and written communication between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

PHYSICAL DEMANDS:

Ability to safely lift, carry, push and or pull weights up to 50 pounds with lifting devices, lifting belts or other accommodations, with frequent lifting and carrying of weights up to 25 pounds.

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.