



Sulphur Springs Union School District

Serving Grades TK-6

27000 Weyerhaeuser Way, Santa Clarita, CA 91351

661-252-5131

www.sssd.k12.ca.us

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.

Renders various forms of personal care such as toileting and diapering when necessary; assists pupils in dressing, undressing, and grooming as needed.



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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.



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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

ASSOCIATED TASKS

Vision: (which may be corrected)

To perform tasks such as to:

Read normal print

Read curriculum and grade student work

Hearing: (which may be corrected)

To perform tasks such as to:

Hear sounds which warn of potential danger

Supervise students and respond to emergencies;

hear breaking glass or falling furniture; hear students cry or scream

Hear speech in classroom setting

Respond to student questions; listen to reading groups

Speech:

To perform tasks such as to:

Speak with a level of proficiency and volume

Communicate with teachers and students

to be understood in face-to-face public contact

Speak with a level of proficiency and volume

Reinforce instructions and talk to groups of students to be understood in a classroom

Speak for prolonged periods

Instruct and supervise students

Upper Body Mobility:

To perform tasks such as to:

Use hands and fingers to feel, grasp, and operate

special equipment and appliances; manipulate small objects, manipulate fingers, provide physical

assistance to students, and twist and bend hands at

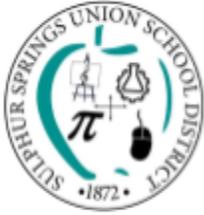
wrist and elbow, extend write with pencil and pen;

use manual or arms to reach outward and upward,

use hands sign language (some positions); use hand

to and arms to lift objects guide hand of student;

carry student materials; feed student



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Turn, raise, and lower head, twist and bend at
Tie shoes, assist students with mobility,
torso watch in all directions when pushing wheel
chair in crowded passageways and on playground;
and respond to emergencies

Lower Body Mobility:

To perform tasks such as to:

Walk on uneven terrain
Supervise students on playground
Walk on even surfaces
Supervise students in the classroom setting
Climb stairs
Walk to classrooms; follow disaster plan (some
positions)
Bend at waist
Pick up materials; assist children at desks
Stoop
Assist students to tie shoes; clean spills; assist student
who has fallen to get up
Stand for prolonged periods of 50 minutes
Circulate throughout classroom

Strength:

To perform tasks such as to:

To lift, and/or carry objects which weigh as
Lift instructional materials; lift stack of books
much as 10 pounds on a regular basis
To push and pull objects which weigh as
much as 50 pounds on **a regular** basis
Push AV equipment on cart

Environmental Requirements:

To perform tasks such as to:

Constant work interruptions
Instruct and supervise students; respond to student
questions
Work around dirt/dust
Supervise students outdoors
Work independently
Instruct groups of students in absence of teacher;
supervise students during recess
Work cooperatively with others
Coordinate activities with teachers and staff
Work inside
Perform all classroom duties



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Mental Requirement:

To perform tasks such as to:

Read, write, understand, interpret, and apply information at 12th grade proficiency level instruction in all subject areas

Read and understand curriculum; reinforce Math skills at a 12th grade proficiency level

Reinforce instruction; correct and grade papers

Copying

Document information and maintain student records

Coordinating

Set up projects

Judgment and process information quickly and

Work safely and effectively with students

make quick decisions

Learn quickly and follow verbal procedures

Reinforce teacher instruction; assist teacher

and standards by following spontaneous instructions;

follow instructions in emergency; follow child abuse

reporting procedures

Listen

Understand student questions

Demonstrate

Reinforce teacher lessons

Give verbal instruction

Instruct and supervise students

Board approved September 25, 2024