

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Instructional Assistant/Preschool

DESCRIPTION OF BASIC RESPONSIBILITIES

To assist a Preschool Teacher in the instruction, supervision, and training of individual or groups of children by performing a variety of instructional support activities related to an effective learning environment.

SUPERVISOR: Principal

TYPICAL DUTIES

1. To assist a preschool teacher with instruction of individuals and small groups of children in various learning situations.
2. Supervise children to maintain effective environment.
3. Organize instructional environment; set up materials for daily activities; and maintain neat and orderly classroom/instructional areas.
4. Prepare materials and/or equipment for use in classroom activities; gather appropriate resource materials.
5. Monitor child progress through observation, daily contact, and maintenance of accurate records.
6. Administer, check, and record standardized/classroom tests, daily assignments, and homework.
7. Perform non-instructional duties such as establishing and maintaining informational and operational records and files, attendance records, lunch counts, and permission slips.
8. Assist children with assigned work; listen to students read, answer questions, reinforce concepts, check work for completeness and accuracy.
9. Implement school-wide discipline policies.
10. Perform clerical duties specifically related to preschool instruction as assigned.
11. Attend inservice training, parent conferences, and after-school meetings as assigned.
12. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- age appropriate methods of tutoring and motivating students;
- proper use of English, spelling, and grammar;
- general office procedures, practices, and equipment;
- classroom procedures and children's instructional and recreational activities, games, arts, and crafts.

Ability to:

- demonstrate proficiency in reading, writing, and mathematical skills;
- supervise children in a variety of situations;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

Requires:

- First Aid Certificate including CPR

MEDICAL CATEGORY I

Light Physical Effort

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.