

## PARK CITY SCHOOL DISTRICT

### JOB DESCRIPTION

#### INSTRUCTIONAL ASSISTANT-EARLY CHILDHOOD EDUCATION

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##### **DEFINITION:**

Under the direction of the Principal, assist a teacher in reinforcing instruction to individual or small groups of students in an assigned early childhood education preschool or kindergarten classroom; assist in the preparation of instructional materials and implementation of lesson plans; perform routine clerical and supportive tasks for instructional personnel.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist a teacher in the development, presentation and implementation of early childhood education learning experiences and approved curriculum.
- Tutor and lead individual or small groups of students reinforcing instruction as directed by the teacher; confer with the teacher concerning lesson plans and materials to meet and adapt to student needs; monitor and oversee student drills, practices and assignments.
- Read books to students as assigned; assist children with letter and word pronunciation and recognition.
- Assist in the assessment of student skills and progress; report progress regarding student performance and behavior.
- Adapt activities, assignments or materials under the direction of an assigned teacher; assist students in completing classroom assignments and projects; assist student to reach academic goals and grade level standards.
- Assist with meals and snacks as assigned; participate in the preparation and serving of food items and set-up of tables.
- Observe, guide and support student behavior in the classroom according to approved procedures; apply behavior modification techniques developed for classroom use.
- Monitor students during outdoor activities (e.g. lunch, recess, field trips) as directed; report progress regarding student performance, social skills and behavior; escort students to and from designated school locations.
- Perform a variety of clerical duties and supportive tasks in support of classroom activities such as preparing, copying and filing instructional materials.
- Set up work areas, learning centers, bulletin boards, displays, supplies and materials in the classroom for student use; administer various assignments or work as directed by teacher.
- Assist students with personal hygiene and grooming as required; may assist children who have experienced toileting accidents; assist students with performing and developing self-help and social skills.
- Ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Communicate with teachers, parents, personnel and others to exchange information and resolve issues or concerns; provide teachers, and school administrators with relevant feedback and information on students' progress through observation and daily contact.
- Maintain confidentiality of student information; prepare files, logs and documentation as required.
- Ensure the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner; sanitize and disinfect toys, tables, chairs and other classroom surfaces.
- Operate a variety of classroom and office equipment including audiovisual equipment, a computer and assigned software.
- Attend meetings and in-service trainings as assigned.

##### **OTHER DUTIES:**

- Perform related duties as assigned.
- May assist in the implementation of Individual Education Plans (IEP) and 504 Plans for students with special learning needs.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

- Any combination equivalent to: graduation from high school and some experience working with children in an educational or child care setting.

### Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

### Knowledge of:

- Early childhood guidance principles, practices and child behavior characteristics.
- Basic Early Education foundations including language, literacy, cognitive skills and social-emotional development.
- Instructional methods, techniques and strategies related to early childhood education.
- Correct English usage, grammar, spelling, punctuation, vocabulary, reading and writing skills.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Techniques used in providing positive behavior support and motivating students.
- Basic arithmetic computations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

### Ability to:

- Assist with instruction and related activities in an early childhood education classroom or assigned learning environment.
- Implement approved preschool or kindergarten curriculum for the development of children.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Understand and follow oral and written directions.
- Read books to students and engage students in communication.
- Provide supervision, care and learning activities to children.
- Establish and maintain cooperative, empathetic and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Understand and relate to children with special learning needs.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain confidentiality of student information.
- Perform arithmetic calculations quickly and accurately.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor/Classroom/Outdoor environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

Hazards:

- Contact with blood, other body fluids and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

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