



## PERSONNEL COMMISSION

**Class Specification  
Salary Range: 10 (C1)**

<u>CLASS CODE</u>	<u>TITLE</u>
05205	INSTRUCTIONAL AIDE – EDUCARE
05206	INSTRUCTIONAL AIDE – EDUCARE BL SPANISH
05207	INSTRUCTIONAL AIDE – EDUCARE BL KHMER

### JOB SUMMARY

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

### EXAMPLE OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents, and encouraging parent involvement in the program. **E**
- Assist in instructing children for the purpose of optimizing the development of each child; work with teachers to develop lesson plans with goals, objectives, activities and outcomes for children. **E**
- Observe, assess and document children's health, skills, behavior, growth and development; participate in Family/Child Reviews; develop individualized educational strength plans for children as assigned. **E**
- Provide opportunities for children to develop positive self-images and experience success; identify developmental concerns and follow agency protocols. **E**
- Assist in planning and implement developmentally appropriate activities to promote the social, emotional, physical and cognitive development of each child; guide the acquisition of social skills and model appropriate social behaviors and personal hygiene techniques. **E**
- Assist in maintaining a classroom environment, including positive guidance techniques, that meets applicable laws, codes, rules, regulations and Educare's philosophy and curriculum; participate in program evaluations and studies. **E**
- Provide assistance to, participate with, and monitor children in activities such as games, songs, meals and snacks, field trips, physical fitness exercises and seasonal sports; maintain equipment and facilities in a safe and clean condition. **E**
- Monitor behavior and assure children are under appropriate supervision at all times; utilize appropriate discipline methods; observe and report behavior and issues to the

teacher; supervise children for brief periods when the teacher is on site but away from the classroom. *E*

- Confer with teachers to schedule and conduct parent/staff conferences and two home visits per program year; encourage parent participation in the program and develop effective relationships with parents. *E*
- Attend and participate in meetings, workshops, in-services and training programs to maintain current knowledge of developments in the childcare field; participate in job-embedded professional development and reflective supervision activities including job observations and assessments. *E*
- Perform a variety of clerical duties such as preparing instructional materials, recording attendance, completing program documentation, and maintaining records and files; maintain confidentiality of sensitive and privileged information. *E*
- Assist in classroom organizing activities such as setting up lesson materials, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate instructional needs and creating an orderly and clean classroom environment. *E*
- Operate a variety of office and instructional equipment such as a calculator, computer, copier, laminator, telephone, overhead projector, television and DVD player. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; assist children with toileting needs as necessary; may administer prescribed medication in accordance with established procedures. *E*

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

An Instructional Aide – Educare works in a classroom or other learning environment to assist Educare teachers in providing quality, comprehensive child development services to children and families and assist in instructing children for the purpose of optimizing the development of each child. Incumbents in this classification may work with children possessing a physical disability or impairment. The pushing or pulling of a child in a wheelchair, the setting up and/or removing books or other instructional materials on desks or tables, providing incidental hygienic or diapering support characterizes just some of the additional support which may be required. Positions in this classification do not participate in providing K-12 curriculum based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements. Incumbents in the Instructional Aide – Educare BL Spanish and BL Khmer classifications are expected to perform the essential duties of the class utilizing bilingual skills to translate materials and interpret for students and families as needed.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Child development and early childhood principles, practices and curricula for ages 0-3 or 3-5.

Child guidance principles and practices.

Safe practices in classroom and playground activities.

Diverse needs of children and families from varying socioeconomic and cultural backgrounds.

Basic instructional methods and techniques.

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

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

Classroom procedures and appropriate conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and filing techniques.

**Ability to:**

Assist Educare teachers in providing quality, comprehensive child development services to children and families.

Assist with instruction and related activities in a learning environment.

Observe, assess and document children's health, skills, behavior, growth and development.

Assist teachers in case managing specific needs with families, advocating for parents, and encouraging parent involvement in the program.

Assist in planning and implement developmentally appropriate activities for children.

Demonstrate understanding and patience toward children.

Adapt to changing circumstances and priorities within the learning environment.

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

Work within an interdisciplinary team as a cooperative and supportive team member.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Maintain current knowledge of developments in the childcare field.

Establish and maintain cooperative and effective working relationships with others.

Interpersonal skills using, tact, patience and courtesy.

Communicate effectively both orally and in writing.

Operate standard office and classroom equipment including a computer and assigned software.

Observe health and safety regulations.

Perform clerical duties related to classroom activities such as typing, sorting, measuring, cutting, filing and duplicating.

Maintain routine records and files.

Administer first aid or necessary physical assistance to ill or distressed children.

**Education and Training:**

Graduation from high school or equivalent and one of the following valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

Child Development Associate Teacher Permit  
Child Development Teacher Permit  
Child Development Master Teacher Permit  
Child Development Site Supervisor Permit  
Child Development Program Director Permit

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

**Experience:**

Six months of experience working in an early childhood program.

**SPECIAL REQUIREMENTS**

If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification.

To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.

Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

Positions in the Instructional Aide – Educare, BL Khmer classification require the ability to communicate effectively, both orally and in writing, in Khmer. Candidates must successfully pass the District's bilingual/biliterate test.

**WORKING ENVIRONMENT**

Classroom, office and playground environment.  
Incumbents may occasionally assist in the cleaning and personal hygiene of children.

**PHYSICAL DEMANDS**

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 children.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to read a variety of materials and monitor activities.  
Hearing and speaking to exchange information.  
May include lifting, pushing, pulling or crawling on the floor.  
Walking.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/28/2016  
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