

**SPECIAL EDUCATION CHILD DEVELOPMENT INSTRUCTIONAL ASSISTANT**

**DEFINITION**

Under the immediate supervision of a teacher, performs instructional and other tasks supportive of the educational program and the teacher's efforts; performs basic clerical tasks and other related duties as assigned.

**ESSENTIAL DUTIES**

- performs instructional and other tasks supportive of the teacher's efforts
- prepares, organizes and implements learning opportunities
- assists in planning and designing activities appropriate for a child development program
- reads stories and plays games
- performs a variety of tasks related to the operation of the program, including preparation of materials, clean-up activities and serving lunch
- assists in supervision of children at all times
- assists in toileting
- prepares room environment
- distributes and accounts for equipment and other assigned materials

**QUALIFICATIONS**

**Knowledge of:** Theory and practice of early childhood education; operation of a preschool and/or infant toddler program; children's games and activities; simple record keeping and office procedures; standard office equipment; the general needs and behavior of children; correct English usage, spelling, grammar, and punctuation; methods, practices and terminology used in instruction; ability to speak, read and write Spanish is desirable. Bilingual positions require the applicant to pass the RUSD bilingual certification test, which is rated on a pass/fail basis.

**Ability to:** Understand the needs of young children; possess a genuine liking for children; communicate with children and motivate them to participate in learning activities; supervise the activities of children enrolled in a child development program; establish and maintain a safe and healthful environment; maintain basic files and records; learn and apply school policies; communicate effectively; follow oral and written directions; work effectively and efficiently with a widely diverse group of individuals, including students, parents, administrators and teachers;

**Bilingual positions require the above abilities to be performed in a bilingual mode.**

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will infrequently exert 10 to 35 pounds of force to lift, carry, push, pull, or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## **EXPERIENCE AND EDUCATION**

**Experience:** Experience working in a preschool or child development classroom setting is desirable.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree. Verification of 12 college semester units in early childhood education/development core classes. A minimum of 3 units within the area of infant/toddler is preferred.

**License Requirement:** A current standard Pediatric Red Cross First Aid certificate and a current Pediatric CPR certificate are required at the time of employment and must be kept current as a condition of employment. A current Preventative Health Practices certificate is required at the time of employment or within the first six months of employment\*. Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.

**11/2012**