



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Instructional Assistant – Early Childhood Education	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 & 12 months/Calendar 5002 & 2000 Hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 31

BASIC FUNCTION:

Under the direction of a certificated administrator, assist certificated teacher(s) by providing tutorial support and early childhood education services to children enrolled in an assigned program; supervise children in educational settings

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Provide tutorial support and early childhood education services to children enrolled in an assigned program; tutor individual students in a variety of subject areas and assist with implementing lesson plans as assigned by the position
- Support and deliver instruction under the guidance of the teacher(s)
- Assist with the development of lesson plans; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance
- Assist with maintaining various student records, files, logs and reports related to student progress, and assigned activities
- Assist with snack and lunch time as assigned; assist children with eating activities; assist students with washing hands and faces after play times and meals; as needed, accompany teachers who are assisting students with toileting
- Provide classroom support to the teacher(s) by setting up work areas and displays, and distributing and collecting paper, supplies and materials
- Assist with active supervision of children in educational settings
- Consult with teacher and use protocol as needed to implement appropriate intervention strategies
- Accompany and assist with supervision of students on field trips
- Attend staff meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of early child development
Child guidance principles and practices
Positive Behavior Intervention Strategies (PBIS) and Response to Intervention (RTI) strategies
Diverse academic, socioeconomic, cultural and ethnic backgrounds of designated families
Basic instructional methods and techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Operation of standard office equipment
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Record-keeping and report preparation techniques
Elementary level mathematics

ABILITY TO:

Provide tutorial, support and early childhood education services to assure preschool-age children enrolled in an assigned program are ready for kindergarten
Tutor individual students in a variety of subject areas and implement lesson plans
Learn, interpret, apply and explain rules, regulations, policies and procedures
Learn policies and objectives of assigned program and activities
Assist with planning and implementing a variety of educational activities
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Operate standard office equipment
Maintain records and prepare reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by 6 units of college level coursework in early childhood education and one year experience working with students or families in a social services or educational environment

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificate issued by authorized agency preferred
Incumbents in this classification are expected to meet the requirements of the No Child Left Behind Act (NCLB).
Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment
Outdoor playground environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Seeing to read a variety of materials

Lifting, carrying, pushing and/or pulling up to 50 pounds with assistance

Sitting or standing for extended periods of time

Bending at the waist or kneeling to assist students

Walking extended distances on field trips

Exposure to blood borne pathogens and infectious diseases