

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-CHILDREN'S CENTER II

BASIC FUNCTION:

Under the direction of an assigned supervisor, and in the absence of the teacher for a period of five or more days in a fifteen day period, plan, organize and implement age appropriate programs for infant, toddler, preschool and/or school age children.

REPRESENTATIVE DUTIES:

Plan, organize and manage a classroom environment designed to promote the physical, cognitive, emotional, creative and social skills of assigned students.

Plan, organize and implement the daily program for the children; prepare materials for reading, crafts and other instruction; provide assistance to children; create and maintain children's interest in activities and learning centers; assist students with homework as necessary.

Organize and supervise students in playground activities.

Maintain classroom in a safe, neat, and orderly condition; clean up children, clothes and facility as necessary; assist children in toileting.

Provide information to parents and visitors regarding specific activities in classroom, including techniques of working with individual children and small groups; may participate with teacher in parent conferences and general parent orientation.

Supervise rest and nap periods.

Prepare and serve snacks and other meals as appropriate; clean up tables and counters after meals.

If assigned to infant care, change diapers, prepare formula, feed infants and perform a variety of other duties required in the care of infants.

Perform clerical duties as assigned; copy, distribute, collect and store various materials; maintain routine records and files.

Assist supervisor in protecting the health and safety of children by following health and safety rules, regulations, practices and procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Age appropriate programs for infants, toddlers, pre-school and school age children.

Basic principles and practices of child care and development.

Child guidance principles and practices.

Oral and written communication skills.

Interpersonal relations skills using tact, patience and courtesy.

Health and safety rules, regulations, practices and procedures.

Requirements of maintaining a children's center in a safe, neat and orderly condition.

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

Behavior and needs of preschool or school age children.

ABILITY TO:

Plan, organize and implement programs.

Coordinate classroom and playground activities.

Work effectively with individuals and groups of children.

Communicate effectively with children and adults.

Work cooperatively and effectively with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Learn and follow rules, regulations, policies and procedures.

Prepare and maintain routine records and files.

Work confidentially with discretion.

Assist children in basic subjects taught in primary grades as required.

Change diapers and toilet train children if assigned to infant care.

Maintain classroom in a neat, orderly and safe condition.

Enlist the support, interest and participation of children.

Learn Center procedures and conduct.

EDUCATION AND EXPERIENCE:

A minimum 12 Core units of Child Development and previous experience as an Instructional Assistant-CC.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

WORKING CONDITIONS:

Children's Center environment; subject to lifting and carrying of children, equipment and supplies; subject to exposure to communicable diseases.