

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-PARENT EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the supervision and care of infants and young children involved in the Parent Education or Teen Age Parenting Program; provide a safe and stimulating learning environment; provide assistance and training to parents in the development of parenting skills as assigned.

REPRESENTATIVE DUTIES:

Assist in planning, implementing and supervising activities for infants and young children; organize and supervise play and rest periods.

Prepare and set-up play and rest areas for infants and children with crafts, toys, books and other materials.

Maintain appropriate discipline and behavior, establishing limits and controls for children as necessary.

Maintain room in a safe, neat and sanitary condition to assure that health and safety rules are followed; clean and disinfect equipment, toys and other materials; maintain adequate stock of supplies.

Provide assistance and support to parents and demonstrate positive examples of various aspects of child care and improved parenting skills as assigned.

Maintain a variety of records and files related to children's activities and activities as required; inventory and order supplies as needed.

Maintain awareness of each child's development and provide input to teachers as appropriate.

Perform a variety of child care duties including changing diapers, cleaning up children and dishes, preparing formula, sterilize and heat bottles and assist parents in preparing and serving lunches and snacks.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of child care and development.

General needs and behavior of infants and young children.

- Child Guidance principles and practices.
- Interpersonal skills using tact, patience and courtesy.
- Classroom procedures and conduct.
- Requirements of maintaining rooms in a safe, neat and sanitary condition.
- Health and safety practices and procedures.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Safe practices for children's activities indoors and outdoors.

ABILITY TO:

- Supervise and care for infants and young children.
- Communicate effectively with children and adults.
- Maintain assigned rooms in safe, neat and orderly condition.
- Apply appropriate health and safety practices and procedures in the care of children.
- Provide assistance and support to parents.
- Plan, organize and participate in activities for children.
- Communicate effectively both orally and in writing.
- Plan and organize work.
- Maintain records and files.
- Work cooperatively and effectively with others.
- Work confidentially with discretion.
- Work with individual and groups of children.
- May perform a variety of child care duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and previous experience working with pre-school children.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

WORKING CONDITIONS:

School learning environment; subject to noise and lifting of equipment and children; exposure to communicable diseases.