

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

**Instructional Assistant (Prekindergarten)*
Prekindergarten Services Department**

Salary Schedule: School Related Personnel - 4B	Number of Work Days as Contracted - 10 Month Daily Work Hours: 7.0	FLSA Status – Nonexempt
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JOB GOAL: Responsible for assisting the teacher in organizing and implementing an instructional, academic program while working under direct supervision

REQUIRED QUALIFICATIONS:

1. Associate in Arts (A.A.)/Associate in Science (A.S.) degree
OR
60 semester hours of college/university level coursework and a Child Development Associate (CDA) or Child Development Associate Equivalent (CDAE) Credential
OR
demonstrated proficiency on a district assessment and a CDA or CDAE Credential
OR
60 semester hours of college/university level coursework or proficiency on district assessment and agree to earn a CDA/CDAE Credential within two (2) years of employment: employee must enroll in a CDA/CDAE program within the first year of employment and must complete all requirements for the credential and obtain the certificate by the end of the second year of employment.
2. Initial health examination that includes screening for tuberculosis (required of Head Start employees only)

DESIRED QUALIFICATIONS:

1. Previous training and/or experience in a like position working with preschool age children
2. Bilingual
3. Experience working with low-income families
4. Satisfactory completion of American Red Cross First Aid Course and Cardio Pulmonary Resuscitation (CPR) Course for infants and toddlers

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Ability to work cooperatively with staff members and families from diverse cultural, socio-economic and educational backgrounds
3. Ability to function as an effective team member with co-workers and the community to build productive, collaborative relationships and to achieve program goals and objectives
4. Ability to communicate with preschool children in ways that ensure a sense of safety and security
5. Demonstrate knowledge of record-keeping procedures
6. Exhibit knowledge of federal and state guidelines related to Prekindergarten Services
7. Ability to effectively use technology

IA PreK

REPORTS TO: Site Administrator

SUPERVISES: Not Applicable

PERFORMANCE RESPONSIBILITIES:

Classroom Management

1. Assist the teacher with maintaining a safe classroom environment conducive to effective learning
2. Assist with duties that require supervision of children

Knowledge of Subject Matter

1. Communicate accurate knowledge of developmentally appropriate practices and an ability to apply practices, when working with young children
2. Use the current references, materials, and technologies of the subject field in a manner appropriate to the developmental stage of the learner
3. Demonstrate the ability to check student comprehension and/or understanding of concept and provide-appropriate feedback to children

Planning for Instruction

1. Assist with implementing education and instructional goals and objectives consistent with Head Start, state and district standards
2. Assist with the design of the program based on the individual needs of the children
3. Assist with preparation and implementation of lesson plans for children based on individual needs and in accordance with the district's philosophy and the Prekindergarten Services curriculum
4. Assemble, adjust, and maintain equipment used in the program (including adaptive equipment)

Delivery of Instruction

1. Provide assistance, support, and monitoring for individual and/or small groups of children as directed by and under the supervision of the teacher
2. Assist with effective utilization of media and technology in the classroom
3. Assist children with the learning and development of skills
4. Assist children with personal and self-care needs (toileting, diapering, lifting, feeding, etc.)

Assessment of Student Performance

1. Assist with the administration of appropriate screening and assessment tools designed to measure and observe student progress
2. Assist with evaluating children's progress on a regular basis

Communication

1. Establish and maintain cooperative relationships with other employees
2. Assist the teacher with establishing and maintaining open lines of communication with students and their parents
3. Assist the teacher with preparing and disseminating family communication documents

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Professional Development

1. Continue professional growth through educational inservice, meetings, and professional literature
2. Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the position

Other

1. Assist with taking necessary and reasonable precautions to protect children materials, equipment and facilities
2. Assist with ensuring that each child in the program has necessary records in his/her permanent record and portfolio
3. Maintain regular communication with the teacher(s) and other school-based staff
4. Participate in a family style atmosphere during mealtime, including participating in the same menu as the children
5. Ride bus and assist with the supervision and loading/unloading of children at the bus stop
6. Assist children with personal care needs (toileting, changing diapers, feeding, etc.)
7. Perform other duties as assigned

*Current and former parents or guardians of children served by the Head Start program must receive preference for employment in Head Start vacancies for which they apply.