

Pre-School Instructional Assistant

Nature of Work

Employees in this classification assist in a pre-school facility in a variety of ways depending upon the enrollment of the pre-school facility. Activities associated with the job include working with individual students or students in small groups to reinforce learning objectives, grading and correcting work assignments, administering basic diagnostic tests, helping to prepare materials for lesson, and monitoring the performance and behavior of students in the program. Incumbents must be capable of providing effective instruction and attending to the needs of pre-school age children. Job performance is typically evaluated by the lead teacher through observation of interactions with students, ability to impart knowledge and skills to students and attend to their needs, personal initiative, and organizational skills.

Illustrative Examples of Work

- Work with individual students or small groups of students to reinforce the learning of established lesson plans.
- Administer and score basic diagnostic tests when recommended by the lead teacher.
- Monitor the behavior of students in the classroom and on the playground and interact as appropriate.
- Assist during feeding and personal needs of children.
- Prepare snack for the children attending the center and clean up as necessary.
- Make copies of learning materials, tests, lesson plans, calendars, and related teaching materials.
- Read stories to small groups of children and interpret intended learning objectives.
- Assists and participates in service training activities, and field trips.
- Decorate bulletin boards, common areas, and classrooms according to established themes or lesson plans.
- Answer the telephone and interact with parents before and after school.
- Assist with cleaning and organizing assigned classrooms, common areas, and the playground.
- Assist children upon arrival and departure from the school facility and attend to their needs as required.
- Assist in the execution of emergency drills.
- Conduct art activities and other instructional assignments as directed by the classroom teacher.
- Perform related duties as required.

Necessary Requirements of Work

Employee must be Highly Qualified (HQ). Graduation from an accredited high school or GED program supplemented with a CDA degree and license is preferred, experience providing instruction to pre-school children, ability to successfully interact with students, parents, and co-workers, good organizational skills or any equivalent combination of education and experience to provide the following critical knowledge, skills, and abilities:

- Knowledge of basic educational and learning curriculum for pre-school age children according to established educational attainment standards.
- Knowledge of basic aptitude and diagnostic tests for special needs children attending pre-school.
- Knowledge of state and federal guidelines for interacting with children attending public schools.
- Knowledge of basic instructional aides and techniques for instructing pre-school age children.
- Ability to communicate effectively with children, parents, teachers, and co-workers.
- Ability to maintain order and discipline with small and large groups of children.
- Ability to organize personal time and activities to meet multiple job demands and work assignments.
- Ability to consistently exhibit compassion and concern for preschool children.
- Ability to perform the physically demanding aspects of the job.
- Skill in the operation of basic instructional equipment and supplies, laminating equipment, copiers, video equipment, and related instructional equipment.

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