

Pre-K Instructional Assistant

4-Hour Position

Nature of Work

Employees in this classification assist elementary school teachers in a variety of ways depending upon the age of the children and enrollment of the classroom. 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, preparing materials for lesson plans, and monitoring the performance and behavior of students in class and in the cafeteria. Incumbents must be capable of providing effective instruction to elementary school age children and maintain a high level of energy while interacting with students. Job performance is typically evaluated by several teachers through observation of interactions with students, ability to impart knowledge and skills to students, and personal organizational skills.

Illustrative Examples of Work

- Assist in the set-up of meals for both breakfast and lunch. Retrieve prepared food from the cafeteria and deliver to the classroom. Monitor food temperatures and record as required.
- Oversee the correct proportions of child-sized food servings in a family-style meal setting.
- Refrigerate any foods needed for afternoon snack time.
- Assist with meal clean-up in the classroom. Return food service equipment to the cafeteria.
- Supervise students to allow for duty-free lunch for both teacher and regular instructional assistant.
- Prepare snack time food and assist with serving of students.
- Work with individual students or small groups of students to reinforce the learning of established lesson plans.
- Assist to monitor the behavior of students on the playground, cafeteria, and common areas and discipline when 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.
- Assist with decoration of bulletin boards, common areas, and classrooms according to established themes or lesson plans.
- Assist with cleaning and organizing assigned classrooms.
- Assist children upon arrival and departure from the school facility and attend to their needs as required.
- Assist in the execution of emergency drills.
- Assist with 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 food service guidelines in relation to food temperatures and serving sizes.
- Knowledge of basic educational and learning curriculum for preschool children according to established educational attainment standards.
- Knowledge of state and federal guidelines for interacting with children attending public schools.
- 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 perform the physically demanding aspects of the job.

05/09/2000