

INSTRUCTIONAL AIDE (TRANSITIONAL KINDERGARTEN) & (RESTRICTED)

DEFINITION

Assists a teacher or other certificated employee in a transitional kindergarten classroom by preparing and conducting instructional support to individuals and small groups of transitional kindergarten students.

TYPICAL DUTIES

Assists a teacher in the supervision and implementation of instructional support utilizing standardized procedures, as directed by the classroom teacher, that are aligned with the California Kindergarten Common Core State Standards for extended kindergarten students.

Assists with comprehension of age-appropriate text so students are exposed to a variety of literature in different genre.

Organizes and implements small group and/or individual activities according to a teacher's lesson plan to reinforce and follow-up on learning activities.

Assists in providing experiences to promote social-emotional skills and enforcing and monitoring positive behavior practices, safety rules, and appropriate standards of behavior.

Assists in providing engaging activities to develop early math, science, and language skills and prompts critical thinking through questions aligned with the teacher's lesson plan.

Sets up a variety of culturally diverse instructional aids, displays and exhibits under the direction of a teacher and aligned with the teacher's lesson plan.

Assists teachers on curricular trips by helping students with concept development, physical needs, and the development of appropriate behavior.

Monitors and reports student progress regarding performance and behavior

Assist students with developing appropriate toileting practices and assists students to clean up and change soiled clothing.

Provides student-centered, differentiated tutoring under the supervision of the teacher for individual students and/or small groups in areas of physical, intellectual, emotional, social, and language development of children.

Assists students in the operation of a variety of instructional aids, media, computer terminals and software programs, as necessary.

Conducts daily health screening of children.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide (Transitional Kindergarten) & (Restricted) is a paraeducator that assists a teacher by providing instructional support aligned with the California Preschool Learning Foundations as preparation for meeting the California Kindergarten Common Core State Standards in a District school with a TK program, and assists students with personal care as needed. Employees in this class must comply with the Every Student Succeeds Act (ESSA). Employees in the (Restricted) class are employed in accordance with Education Code Section 45105 or 45108.

An Early Education Center Aide I performs beginning level work of gradually increasing responsibility in assisting in meeting the developmental and educational needs of children in an early education center.

An Infant Care Aide assists a School Nurse or a teacher in attending to the needs of infants and young children and performs housekeeping and related duties.

SUPERVISION

Immediate supervision is received from a certificated employee, usually a teacher. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

- Safety rules, hygiene habits, and conditions which affect children
- Standards of courtesy and behavior expected of children
- Correct English grammatical usage
- Appropriate appearance and cleanliness
- Appropriate manner including good judgment and tact

Ability to:

- Speak English with fluency
- Read English aloud with ease and expression
- Write legibly
- Enforce safety rules and standards of behavior
- Learn to operate audio-visual and instructional equipment
- Work effectively as a member of an instructional team
- Select developmentally appropriate materials
- Communicate information to students with varying level of understanding
- Perform the physical tasks required in preparing and presenting educational material and conducting instructional activities
- Assist students to develop fully independent self-care skills

Special Physical Requirements:

- Set up and lift equipment weighing 10 to 15 pounds
- Safely lift preschool children

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to possess a high school diploma or equivalent and one of the following:

- Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

Possession of an associate or higher degree, from a recognized college or university

OR

Receipt of a passing score on the District Proficiency test and the Instructional Assistance Test.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition is reasonably related to existing duties.

Revised
10-06-22
SD