

AMADOR COUNTY OFFICE OF EDUCATION
PRESCHOOL INSTRUCTIONAL ASSISTANT

QUALIFICATIONS

Knowledge of:

- Practical learning patterns and behavior;
- Elementary concepts of child development and of behavior characteristics;
- General needs and behavior of children;
- Correct English usage, spelling, grammar and punctuation;
- Number concepts;
- Record keeping techniques;
- Appropriate safety precautions and procedures.
- Must pass district Proficiency Exam.

Certifications Required:

- EMSA CPR and First Aid Certifications

Ability to:

- Communicate with students and motivate them to participate in learning activities;
- Teach students who have special learning needs by watching teachers/specialists;
- Learn and adapt new procedures and conditions;
- Apply knowledge and practices with judgment;
- Recognize hazards to safety;
- Supervise students in classroom, on field trips and out-of-doors;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships.

Employee Reports to:

- Preschool Teacher and Preschool Director

Job Goal:

- To assist teachers in classroom operations; to instruct regularly placed students individually and in small groups; and to perform related work required.

Examples of Duties:

- Supervises classroom and outdoor playground activities to direct students in to safe activities and relationships;
- Helps students to learn normal oral speech patterns;
- Observes activities of students and assists the teacher in maintaining order;
- Sets up and arranges supplies and equipment in the classroom for student use;
- Observes and records students' behavior and other significant data;
- Demonstrates use of teaching aids to students;
- Administers basic first aid, as needed;
- Performs related work as required.

PHYSICAL REQUIREMENTS

This position requires the prospective employee to pass a pre-employment physical.

1. Employee lifts/carries 65 pounds occasionally (less than 33% of the time).

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2. Employee lifts/carries 15 pounds frequently (34-66% of the time).
3. Employee lifts/carries 5 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 14.3 pounds on objects.
5. Employee's position requires pulling a maximum force of 14.3 pounds on objects.

SALARY LEVEL

Range 21 of the ACOE Classified Salary Schedule.