



PERSONNEL COMMISSION

Class Specification
Salary Range: 07 (C1)

CLASS CODE

CLASS TITLE

00657	HEAD START INSTRUCTIONAL AIDE
05235	HEAD START INSTRUCTIONAL AIDE – BL SPANISH
05236	HEAD START INSTRUCTIONAL AIDE – BL KHMER

JOB SUMMARY

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist teacher in implementing safety rules and supervise activities of children to insure their safety. **E**
- Conduct daily inspection of indoor and outdoor facilities and remove debris and hazardous and unsafe equipment and materials. **E**
- Observe the daily health condition of the children and report results to the teacher. **E**
- Set up and prepare to serve food, clean up following meals or snack. **E**
- Assist children during snack and meal times and demonstrate appropriate dental and personal hygiene. **E**
- Accept or receive food or food products and store in an appropriate manner. **E**
- Assist teacher in straightening up and maintaining an orderly learning environment. **E**
- Discuss assigned teaching area with teacher to coordinate instructional efforts. **E**
- Prepare lesson outline and plan in assigned area and submit to teacher for review. **E**
- Plan, prepare and develop various teaching aids. **E**
- Help develop the social learning and physical skills of the children during free play periods. **E**
- Demonstrate use of equipment and educational materials and assist in supervising children in their use. **E**
- Teach arts, crafts, songs, and games. **E**

- Act out stories with children in large group, small group and individualized activities. ***E***
- Participate in activities designed to involve parents of children in the program to enhance their role as the principal influence on the child's education and development. ***E***
- Help to plan, attend and participate on field trips. ***E***
- Assist in or lead individual, large and small group activities that reinforce children's concepts related to space, time, numbers, colors, etc. ***E***
- Supervise children during transition from one activity to another. ***E***
- Provide evaluative information to teachers on the progress and the development status of each child, including verbal and written anecdotal notations, to support required Desired Results Developmental Profile (DRDP) documentation. ***E***
- Provide verbal evaluative information to teachers on the progress and development status of each child including those identified by Individual Development Plans, Individual Education Plans and lesson plans; implement the Individualized Educational Program for designated children. ***E***
- Listen to parents and interpret their concerns to the teacher. ***E***
- Attend Head Start Center committee meetings. ***E***
- Assist teacher in designing and planning daily classroom activities, programs and schedules. ***E***
- Participate in meetings of student teaching teams, which may include parents, teachers, caseworkers, Head Start administrators, consultants, and others. ***E***
- Attend orientations, in-service training, educational programs, conferences and workshops as required. ***E***
- Take attendance and report absences to the teacher. ***E***
- May accompany teacher on home visits.
- May supervise children for brief periods when the teacher is on the site but away from the classroom.
- May explain to parents the goals and methods of the classroom program.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

Positions in this class are in the Educational Service component of the Head Start Program. Incumbents assist in the planning of individual and group activities to stimulate learning, according to the ages and needs of the children. They assist in integrating the pre-school educational aspects of the various Head Start components in the daily program of activities. Incumbents in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications are expected to perform the essential duties of the class utilizing bilingual skills as necessary to translate materials and interpret for parents, teachers and others.

EMPLOYMENT STANDARDS**Knowledge of:**

Practical learning patterns and behavior of young children.

Basic concepts of child development and of behavior.

Number concepts.

English usage, spelling, grammar, and punctuation.

Basic math.

Simple record keeping.

Reading and writing.

Ability to:

Communicate orally and in writing.

Motivate young children to participate in learning activities.

Maintain emotional control under difficult situations.

Apply knowledge and practice with judgment.

Establish and maintain a continuing relationship with same students and staff over a prolonged period.

Recognize hazards to safety.

Learn laws, rules, practices, and procedures related to the education program to which assigned.

Do routine clerical work, such as posting figures, sorting, measuring, cutting, filing and duplicating.

Maintain a clean and pleasant appearance as it relates to setting an example for personal hygiene for the student.

Learn to operate educational office machines or devices that aid the student or the instructional program.

Present classroom materials.

Work well with children.

Read, write, and speak English.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Education and Training:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

Child Development Associate Teacher Permit

Child Development Teacher Permit

Child Development Master Teacher Permit

Child Development Site Supervisor Permit
Child Development Program Director Permit

SPECIAL REQUIREMENTS

If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification.

To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.

Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment.

Positions in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

WORKING ENVIRONMENT

Pre-school classroom, office, playground environment, off-campus locations offering pre-school activities.

Travel to/from student homes and other off-site locations may be required.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting and carrying or restraining children weighing approximately 30-40 pounds in classroom or playground emergency situations.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

08/11/94

Revised 1/21/2001

Revised: 6/14/2007

Revised: 7/11/2013

Revised: 10/2/2014

Revised: 3/2/2017