

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INSTRUCTIONAL ASSISTANT – EARLY START PROGRAM

RANGE: 9

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher to provide a developmentally appropriate environment for infants and toddlers. Perform paraprofessional instructional activities as directed by a teacher in the Early Start Program; utilize specialized skills learned in this classification for the care, supervision and teaching of infants and toddlers. Is responsible for providing intensive and comprehensive child development and family support services to enhance the physical, social, emotional and intellectual development of participating children.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant – Early Start Program is responsible for assisting the certificated teacher in completing home visitations to interact with children and families to assess student skills and progress; provide intensive and comprehensive child development and family support services to enhance the physical, social, emotional and intellectual development of participating children. The incumbent also participates in group activities with students and families in a County classroom.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Under the direction of a credentialed teacher, provide in-home instruction and group socialization experiences for parents and children to enhance the parents' ability to fill the role of primary nurturer for their child.

Conduct home visits with families of assigned students.

Assist in the planning, facilitating, promoting and reinforcing of parent involvement in classroom and home-based education programs, providing an atmosphere of trust and competence.

Conduct individual activities to encourage learning and develop social interaction skills. Ensure routines are flexible and individualized to meet the needs of all children.

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Assist with Desired Results School Readiness assessment tools, gathering student data, observations, writing observation notes.

Escort students to and from designated locations as assigned; push students in wheelchairs. Toilet students and change diapers and soiled clothing as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of early child development and infant and toddler education.

Child guidance principles and practices related to children with special education needs.

Problems and concerns of students with special education needs.

Child abuse reporting requirements.

Policies and objectives of assigned program and activities.

Effective community relations techniques and principles.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

Methods, attitudes and learning principles required to facilitate and encourage student and parental participation in the total home-based education process.

Health assessment procedures.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Oral, written and public speaking skills.

ABILITY TO:

Adhere to policies and objectives of assigned program and applicable state laws, Education Code and other pertinent rules, regulations and laws.

Provide effective parent education in a home based setting.

Communicate effectively with families, peers, consultants and coaches.

Read, interpret and follow rules, regulations, policies and procedures.

Exercise sound judgment, discretion and initiative.

Maintain accurate records. Prepare clear and concise oral and written reports.

Operate a computer and other office equipment.

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Communicate effectively, both orally and in writing.

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, plus 48 semester units post high school or possession of an Associate Arts Degree or higher. Sufficient training and experience to demonstrate the knowledge and abilities listed above including some experience working with children with special education needs in an organized setting. Experience working with infants and toddlers. Experience providing home visitation services for parents, infants, toddlers, and preschoolers and serving families with disabilities is preferred. Bilingual skills may be required.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

Duties are performed in the child's home.

Must be able to drive personal vehicle to home visits, meetings and socialization groups.

Classroom environment for group work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Lifting and carrying students as assigned by the position.

Pushing children in wheel chairs as assigned by the position.

Lift up to twenty-five (25) pounds.

Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.