



Santa Rosa City Schools

Classification Description

Job title:	Instructional Assistant – Transitional Kindergarten	Department:	Instructional Assistants
Reports to:	Site Administrator	FLSA Classification:	Non-Exempt
Board Approval:	Pending	Work year:	School Year
Revision(s):		Salary Range	Proposed 16

DEFINITION:

Under the direction of the school principal, serves as an aid to certificated personnel in the supervision, care and instruction of transitional kindergarten students.

Employees in this classification work with Transitional Kindergarten students and are required to supervise students without certificated assistance at various times throughout the school day and support students in developing academic, behavioral, social skills and personal hygiene skills up to and including toileting.

QUALIFICATIONS:

Education:

High School diploma or equivalent

Experience:

Any combination of training and/or experience in an early childhood educational environment and/or completed Early Childhood Education (ECE) units

License and/or other qualifications:

None

Knowledge and Abilities:

Knowledge of:

- Correct English usage, vocabulary, spelling, grammar, punctuation, and arithmetic
- Sensitivity to culturally diverse groups and persons
- General needs and behaviors of children and be able to demonstrate genuine empathy for children
- General classroom procedures
- Basic software programs and office equipment

Ability to:

- Communicate effectively with children and adults
- Assist with instructional activity in a classroom
- Analyze situations and adapt quickly to implement effective course of actions
- Learn the procedures, functions and objectives of the assigned subject areas
- Organize, supervise, and instruct students in a variety of settings
- Understand and carry out oral and written directions

- Establish and maintain cooperative working relationships with teachers, students, and other contacted in the course of work
- Perform light office duties
- Work individually and in small groups with students
- Assists with instructing students in particular subject areas

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Assist teachers in conducting lessons and other classroom activities that support an inclusive, positive, motivating an educationally rich environment
2. Work with students in small groups, or on a one to one basis, to reinforce basic skills or classroom work.
3. Prepares for and assists with various classroom projects
4. Utilize district and classroom technology
5. Assists in the preparation of graphic and written teaching materials
6. Prepares and maintains records involving student progress
7. Assists in ordering and caring for classroom equipment and supplies
8. Confers, as needed, with teacher concerning programs and materials to meet the needs of students
9. Performs a wide variety of clerical and typing duties
10. Administer and grade various types of assessments
11. Under the direction of certificated staff, phone or make personal contact with parents, other teachers and agencies, regarding student progress
12. Under the direction of certificated staff, help to maintain discipline in the classroom and school yard
13. May perform the following duties: changing of diapers; helping students in the bathroom with toileting and personal hygiene, including washing hands; assisting students in changing clothing should an accident occur
14. Assist students as needed during snack and lunch time
15. May be required to accompany the classroom on fieldtrips

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Performs other related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School grounds
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loud voices
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District approved disinfectant
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X-----X		
Walking			X-----X		
Standing			X-----X		
Bending (Neck)				X	
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting				X	
Climbing	X				
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)				X	
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
LIFTING					
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
CARRYING					
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.