

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Instructional Associate - Child Development Center

II. **Definition**

Under general supervision, assists the instructional staff in supervising, organizing, and leading activities of preschool and school age children and to do related work as required.

III. **Examples of Duties**

Sets up play area, for children, with crafts and toys; leads play activities and supervises children at play; participates and assists on outings; reads stories, sings songs, plays records; supervises rest and nap periods; maintains play and rest areas in a clean and safe manner; administers minor first aid to ill or injured children; cleans up children, clothes, and facility as necessary; maintains records of parents receiving child care; may work with some non-English speaking children; may engage in strenuous physical activities; directs and assists children in eating, resting, and toileting; may assist in preparing food and serving snacks; helps children develop habits of caring for own clothing, and picking up and putting away toys and books; and maintains discipline.

IV. **Distinguishing Characteristics**

Not applicable.

V. **Employment Standards**

A. **Knowledge of:**

Safety and first aid procedures;

Child development;

English usage, vocabulary, grammar.

B. **Ability to:**

Follow oral and written directions;

Relate to preschool and school age children in a warm, caring manner;

Establish and maintain cooperative working relationships with parents and coworkers;

Speak, read, and/or write a second language may be required.

C. Education/Training/Experience:

Completion of 12th grade or equivalent Previous experience or training in t

D. Licenses/Certificates:

VI. Specific Qualifications

Date March, 1981

Range 17A

Position Code IDC

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