

The Preschool Instructional Assistant (IA) provides support services in a preschool classroom setting or other school related areas. The Preschool IA performs a wide variety of instructional duties including assisting classroom teachers with instructional support, progress monitoring, supervision of students, and implementation of behavior strategies and supports. Additionally, the Preschool IA may assist students with skills of daily living.

Chain of Command

The Preschool Instructional Assistant works under supervision of a certified teacher and reports to the Principal of the school.

Competencies Preschool Instructional Assistant

- Strong written and verbal communications skills
- Strong organizational and time management skills
- Computer skills including Outlook and Microsoft Office
- Flexible team player who is time and task oriented
- Patient and student-centered

Essential Duties of the Classroom Instructional Assistant

- Collaborate with school administrative teams, teachers, and district personnel to support delivery of instructional services and supports for students
- Supports classroom teacher with instructional delivery
- Monitors student progress including data collection
- Supports classroom teacher with implementation of student behavior plans
- Facilitates communication between students
- Supervises students to ensure the safety of all students in class
- Instructs students individually, in small groups, in large groups
- Participates in training sessions as needed
- Assists with toileting and diapering and lifting/transferring of students
- Supports the health needs to students on an as needed basis
- Leads circle time activities which may include reading books, running calendar, singing and dancing
- Prepares snack and assists with feeding
- Prepares classroom materials, set up and clean up
- Completes Medicaid reporting as needed
- Other duties as assigned

Minimum Qualifications

High School Diploma or GED OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

May require First Aid Certificate per licensing requirements;

May require Cardio Pulmonary Resuscitation (CPR) Certificate per licensing requirements;

As assigned, 60 hours of secondary education may be required;

As assigned, successful completion of the paraprofessional test may be required.