

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TEACHING ASSOCIATE, INFANT / TODDLER PROGRAM

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist with lesson and environmental planning, provide care and instruction to individual or small groups of infants and toddlers in the program's learning environment; work with Instructional Assistants to provide appropriate care giving activities (feeding, age-appropriate instruction and supervision).

ESSENTIAL FUNCTIONS:

Assist Program Educator in planning and providing instructional activities.

Work with Instructional Assistants to provide appropriate care giving activities such as feeding, age-appropriate instruction and supervision.

Oversee individual or small groups of infant and toddlers in instructional activities.

Oversee groups of students during playground activities as assigned; assure safe outdoor play.

Observe and monitor behavior of children in the classroom and during outdoor activities including emergency drills according to approved procedures; report progress regarding student performance and behavior as required.

Assist infants individually, including feeding and changing diapers; prepare meals for infants; clean, fold and store laundry as assigned.

Assist teen parents of children to improve parenting skills and encourage school participation; provide encouragement to parents to finish school.

Operate a variety of classroom and office equipment including a computer, copier, paper cutter and laminator; clean and sanitize toys, tables and other areas.

Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling, handwriting, punctuation and vocabulary.

Oral and written communication skills.

Policies and objectives of assigned program and activities.

Basic subjects taught in District schools.
Child guidance principles and practices.
Basic instructional methods and techniques.
Curriculum, goals and objectives of the early childhood education.
Basic computer operation.
Operation of standard office and classroom equipment.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Assist with instruction and related activities in a classroom or assignment learning environment.
Reinforce instruction to individual or small groups of infants or toddlers as directed by Program Educator.
Perform a variety of clerical duties in support of learning activities.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relations with others.
Add, subtract, multiply and divide accurately.
Maintain routine records.
Learn District organization, operations, policies and objectives.
Monitor, observe and report infant and toddler.
Operate a variety of office and nursery equipment including a computer.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate computer keyboard.
Sit or stand for extended periods of time.
Bend at the waist, sit on floor, kneel or crouch to assist infants and toddlers.
See to read a variety of materials and monitor student activities.
Hear and speak to exchange information.
Reach overhead, above the shoulders and horizontally.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of post secondary training in the area of early childhood education (infant/toddler education).

LICENSES AND OTHER REQUIREMENTS:

Successful completion of Instructional Assistant Proficiency Test.
3 units of Infant/Toddler Care
Child Development Site Supervisor Permit

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment