



Garry T. Eagles, Ph.D.
Superintendent

HUMBOLDT COUNTY OFFICE OF EDUCATION INSTRUCTIONAL AIDE/INFANT PRESCHOOL

Job Summary

Under supervision of the Program Manager and the Infant/Preschool staff, to perform varied and responsible instructional and/or clerical tasks related to infant and preschool educational services.

Examples of Duties

Establishes and maintains permanent student records, researches, prepares and orders teaching materials, maintains professional materials files; orders and maintains office supplies; assists in preparation and planning of inservice training, including setup, registration and handouts; makes contact with families and/or sites regarding appointments; duplicates materials as needed; tracks inventory; prepares requisitions and coordinates the repair of all equipment; may assist in the direct instruction of pupils and performs such other duties as may be requested.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school or comparable demonstration of basic competence and one year of paid or voluntary experience working with children. College level courses related to teaching children, such as, psychology, child development, or education, and training or experience working with the special needs children are desirable.

Knowledge of:

- School procedures and policies;
- Fundamental concepts of child development and behavior;
- The proper usage of English grammar;
- Number concepts;
- Modern office terminology, procedures and equipment;
- Proper preparation of correspondence;
- Organization of files and records.

Ability to: (Note: depending upon the nature of assignment, some specialization may be required, either in the classroom or office setting.)

- Communicate with children and motivate them to participate in learning activities;
- Assist in the instruction of children who have special learning needs;
- Apply knowledge and practices with judgment;
- Recognize hazards to safety;
- Learn laws, rules, practices and procedures related to public education for children and related to the program to which assigned;
- Perform a varied range of clerical support services;
- Speak distinctly in English, communicate in sign language or in a designated foreign language if interpreting;
- Follow oral and written directions;

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- Respond to routine inquiries;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print, such as texts, catalogs, etc;
- Communicate effectively via telephone, computer modem and in person;
- Lift/move objects weighing up to 50 pounds.

Range 30
Classification Approved
Personnel Commission
May 9, 1995

G:Job Desc/Inst Aide Infant-Preschool 1995