

INSTRUCTIONAL ASSISTANT

Early Childhood Education

DEFINITION

Under general supervision of assigned supervisor/manager, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill, and does related work as required.

TYPICAL DUTIES

Gives career information to students and the public concerning the Early Childhood Education Program; and assists in maintaining a collection of resource materials. Assembles and distributes instructional materials according to instructors' guidelines; sets up training equipment for classes; and proctors make-up exams. Assists with small discussion groups in Early Childhood Education Principles; assists in coordinating Child Development Grant Consortium; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of tutoring, instructional or work experience related to early childhood education and development. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree in Early Childhood Education or 60 semester units (90 quarter) with 32 units in early childhood education courses.

KNOWLEDGE OF

Knowledge of basic instructional methods and training techniques; early childhood education and social agencies in the community; and group facilitation. Knowledge of the English language including the meaning and spelling of words. Knowledge of numbers, including arithmetic; basic administrative, clerical procedures, and office systems.

SKILLS IN

Skill in training others how to do something; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; generating a number of different approaches to problems; and observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications. The ability to tutor students in Early Childhood Education courses; and work with students having cultural and academic diversity.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Computers and equipment associated with teaching classes in the Early Childhood Education Program.