Classification Summary
Performs a variety of instructional, office and student supervision tasks in support of and preparation for the education of elementary school students. Perform other related duties as required.

Distinguishing Characteristics
This class is distinguished from other Instructional Assistants in that the body of students instructed are kindergarten students.

Supervisory Relationships
The incumbent works under the general supervision of an administrator or other certified supervisor and under the direct supervision of a classroom teacher.

Required Knowledge, Skills and Abilities
1. Ability to work with and lead kindergarten students in group and individual activities.
3. Knowledge of instructional techniques and procedures, and ability to exercise such techniques in a positive manner.
4. Ability to exercise sound independent judgment and work within an environment of changing priorities, needs and interruptions.
5. Ability to communicate effectively, both verbally and in writing.
6. Ability to establish and maintain effective and harmonious working relationships with students, parents, staff and the general public.
7. Clerical skills including typing and the operation of current office technology and equipment (e.g., computer systems, fax, copiers, etc.)

Minimum Qualifications for Class Entry
1. High school diploma or equivalent and a least two years of academic instructional or behavior management experience.
2. Post secondary college coursework in education, child development, behavior management or related coursework equivalent to two years may be substituted for the experiential requirement.

Work Environment
The position works in an Elementary School classroom setting.