

STOCKTON UNIFIED SCHOOL DISTRICT
TRANSITIONAL KINDERGARTEN ASSISTANT

DEFINITION

Under the direction of an assigned administrator, assist certificated Transitional Kindergarten teacher in reinforcing instruction to individuals or small groups of students; monitor and report student progress, perform a variety of supportive activities for certificated personnel; perform other related duties as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Works collaboratively by assisting teachers in assessment, supporting curriculum, student interactions, enforcing safe behaviors, and enhancing social growth of students in the school setting
- Work with team members to assist students in the development and maintenance of appropriate social behaviors through the use of a variety of positive reinforcement techniques, activities and/or materials
- Assist in maintenance of student daily performance, records and file
- Assist in the development and implementation of plans to meet students' needs
- Assist students by providing proper examples, emotional support, and general guidance.
- Supervise students during recess, lunch, and in the instructional setting
- Prepare instructional materials
- Assist with instructional technology as needed
- May assist students to and from buses
- Take attendance and lunch count
- Direct group activities of students assigned; assist in monitoring students as directed.
- Participate in meetings and in-service training programs and staff meetings as assigned.
- Perform first aid when necessary
- Assist teacher with maintaining classroom routines and classroom management
- May assist students with self-help skills during mealtime
- Assist in caring for and maintaining curriculum materials, manipulatives, equipment, supplies and toys.
- Work with team members to assist in arranging and maintaining a comfortable and inviting setting for learning oriented experiences
- Collaborate with teacher regarding students' progress and assist in meeting the needs of all children
- Greet parents; may assist in acquainting parents with the program as necessary
- Work collaboratively with volunteers in the classroom
- May verbally prompt students with toileting process
- Other related duties as assigned

QUALIFICATIONS

Knowledge of:

- General Principles of Early Childhood Education
- Positive Classroom Management Techniques

Ability to:

- Communicate effectively with parents, volunteers, substitutes and other staff both orally and in writing
- Follow teacher's directions when working with a group of and/or individual students
- Attend meetings as required
- Maintain professional appearance
- Maintain confidentiality of information
- Attend professional development as necessary and/or required by the position.
- Basic principles and techniques used for reading, language and mathematical instruction.
- Assist teachers with monitoring student progress
- Recognize and understand the needs of young children including developmental self-help skills
- Establish and maintain cooperative working relationships with teachers, specialists, students and others contacted in the course of work
- Understand and carry out oral and written directions
- Assist the teacher with the preparation and maintenance of accurate and up-to-date records, files and other documentation and perform a variety of other basic and routine clerical tasks including checking district email communication daily
- Physical capability sufficient to perform job task.
- Successfully supervise students
- Administer First Aid

MINIMUM QUALIFICATIONS:

- Degree or completion of 48 semester units from accredited college or university

EDUCATION, TRAINING AND EXPERIENCE

- Early childhood education background and experience working with children ages 3-5 is desired.

CERTIFICATES REQUIRED

Pediatric CPR certificate and a valid First Aid Certificate preferred

Salary Placement:

CSEA 318- Paraprofessional

Incremental Salary Schedule

209-work days

Board Approval: April 12, 2022