

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Instructional Assistant / Child Development

**Unit:** Office Technical

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**Job Code:** J1153  
**Original Date:** 08/1998  
**Last Revision:** 05/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 16

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### **DEFINITION**

Under the direction of the faculty and staff assigned to the Child Development Center, perform tasks related to the operation of a child development program and assist faculty and staff in daily programs and routines at the Child Development Center.

### **DISTINGUISHING CHARACTERISTICS**

The Instructional Assistant class is distinguished from the Instructional Lab Technician class in that positions assigned to the class of Instructional Assistant provide instructional assistance to children and provide assistance to staff, faculty, and students with the implementation of the children's daily programs and routines. Under the direction of an administrator or specified faculty member, incumbents operate independently and perform a wide variety of technical support duties, requiring training and/or experience in the field of specialty. Incumbents assigned to the class of Instructional Lab Technician oversee the daily operations of the Child Development Center which includes the planning of curriculum and supervising students. Instructional Lab Technicians assigned to the Child Development Center are required to hold a California Instructional Children's Center Permit.

### **EXAMPLE OF DUTIES**

1. Assist Instructional Lab Technicians and Child Development Specialists in the implementation of a developmentally appropriate program for children.
2. Assist Instructional Lab Technicians and Child Development Specialists in the supervising of students participating in the program.
3. Assist in the daily planning and preparation of the State's food program for children.
4. Set-up the outdoor environment for the children's use during outside time.
5. Assist the faculty and staff in the organization and distribution of curriculum files that include books, audio visual materials, flannel boards, prop boxes, and picture files.
6. Assist the faculty with the inventory of supplies and ordering of materials used the daily operation of the program.
7. Provide work direction to students working in the program.
8. Perform clerical duties, such as answering telephones, taking messages, preparing reports, and maintaining records and files.
9. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge:**

District organization, operations, policies, and objectives.  
English usage, grammar, spelling, punctuation, and vocabulary.

First Aid and CPR.  
General needs and behavior of students of various ethnic, racial, and cultural backgrounds.  
Instructional methods and techniques.  
Oral and written communications skills.  
Principles and practices in the field of child development.  
Principles and practices of work direction and training.  
Record-keeping techniques.  
Safety regulations involving field of specialty.  
Technical aspects of child development.

Skills and Abilities:

Assist students in understanding and applying basic principles for the area to which assigned.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working relationships with others.  
Explain work assignments to students.  
Implement child development philosophy and practices.  
Maintain records and prepare reports.  
Meet schedules and time lines.  
Plan and organize work.  
Provide work direction to others.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: one year experience working directly with children and Child Development Permit/Associate Teacher or twelve semester units of core courses related to child development.

License:

Valid California Child Development Permit/Associate Teacher; valid First Aid and CPR certificate.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, involves a classroom or lab setting, working with children between the ages of birth and twelve years old as well as college students. May have contact with various body fluids and ill or injured children. Noise level may be high.