Job Title: INSTRUCTIONAL AIDE, CAREERS IN CHILDCARE

SUMMARY
Under the direction of the Workforce Development Coordinator, provide instructional, clerical, and laboratory assistance in the Careers in Childcare Program. Assures the preparation and maintenance of student files and instructional materials and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist in the recruitment and screening of interested applicants in the Careers in Childcare Program.

Facilitate student registration with the Registrar’s office.

Follow up with SOAR assessment test results for students.

Prepare and maintain referrals to needed support services, such as Financial Aid.

Monitor student files for completion of all requirements for Careers in Child Care Program.

Follow up with fingerprinting of students and other eligibility requirements of program.

Monitor and maintain students’ attendance records.

Maintain student progress reports, evaluations as well as other student files.

Act as liaison for participants with the instructors, program and school.

Demonstrate proper operation and use of equipment and materials.

Prepare instructional materials and equipment for instructor and student use as requested and according to approved procedures.

Maintain inventory of supplies and machine parts; determine what equipment and supplies the lab needs.

Perform related duties as assigned.

QUALIFICATIONS  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES: KNOWLEDGE OF:
Early Childhood Education matrix requirements.
Record-keeping techniques.
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Basic instructional techniques and procedures.
General office practices, procedures and equipment.
Proper methods of storing equipment, materials and supplies.
Inventory and record-keeping techniques.
Computer and software operations.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Provide information and assistance to students and staff.
Assure the care and security of assigned equipment, materials and supplies.
Perform clerical duties such as filing, duplicating and maintaining records.
Plan and organize work.
Understand and follow oral and written directions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Meet schedules and time lines.
Ability to lift and move items up to 25 pounds.

EDUCATION AND EXPERIENCE
Any combination equivalent to: graduation from high school, a minimum of 12 ECE units and some related instructional assistance experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, stand, and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: February 9, 2004
Revised: