

INSTRUCTIONAL ASSISTANT, CHILD DEVELOPMENT

DEFINITION

Monitors and maintains one or more instructional child development laboratories; assists students and faculty with instructional activities related to the assigned program; and orders, issues, receives, and stores classroom materials and supplies.

TYPICAL DUTIES

- Schedules and oversees the use of one or more instructional child development laboratories by students, faculty, and staff.
- Explains to students the established instructional laboratory policies and the use of equipment available within the instructional laboratory.
- Assists instructional staff by participating in the design and development of study aids.
- Assists instructional staff and students with instructional activities related to the design of lesson plans, games, and other educational program activities.
- Advises instructional staff of problems encountered with the educational program or with the progress of individual students.
- Operates, maintains, and performs minor maintenance on equipment used in the child development laboratory by students and faculty.
- Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments, keeps records, and effects the return of supplies and equipment checked out to students.
- Maintains laboratory attendance and progress records.
- Maintains inventory records of supplies and equipment and prepares periodic inventory reports and requisitions.
- Keeps supplies and equipment in an orderly condition.
- May provide tutorial assistance in basic skills and study techniques necessary for success in completing coursework in the child development program.
- May provide training and work direction to student employees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Child Development** applies knowledge of the principles and theories of child development in assisting students and faculty with instructional activities related to a child development program and is responsible for the day-to-day operations of instructional child development laboratories which include: preparation of equipment, materials, and supplies; storekeeping functions; and proper use of equipment and materials.

Instructional Assistants in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision may be received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

Theories and principles of child development
General terminology common to the child development field
Care and use of supplies, equipment, and materials typically used in a child development laboratory
Capabilities of computer systems, software, and hardware common to instructional laboratories
Principles of recordkeeping

Ability to:

Provide instructional assistance to students and instructional staff
Work effectively and cooperatively with students and instructional staff
Communicate effectively both orally and in writing
Effectively utilize computer hardware and software
Use child development supply and equipment catalogs and supply sources
Give clear and concise instructions
Keep detailed and accurate records
Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. An associate degree or its equivalent from a recognized college or university with a major in child development or a closely related field.

OR

- B. An associate degree or its equivalent from a recognized college or university and one of the following: completion of a certificate in child development of at least 18 semester units, a Child Development Teacher Permit, or 24 semester units in child development.

OR

- C. Graduation from high school **AND** two years of full-time paid experience in the child development field or a closely related field **AND** one of the following: completion of a certificate in child development of at least 18 semester units, a Child Development Teacher Permit, or 24 semester units in child development.