



## PEABODY CHARTER SCHOOL

3018 Calle Noguerra, Santa Barbara, California 93105 • (805) 563-1172 • FAX (805) 569-7042

### Transition Kindergarten Instructional Aide

**Job Title:** Transition Kindergarten Instructional Aide

**Salary Range:** (27) \$21.31 - \$29.25 hourly

**Terms of Employment:** 182 days (Aug 19th-June 10th)

**Apply:** Edjoin.com

**Hours :** 7:45-2:45 (Mon-Friday) 7 hours per day

Initial placement shall be determined according to training and experience: Benefits include holidays, vacation and sick leave. Non-Exempt Status

#### Job Summary

Under general supervision of a certificated teacher or administrator, assists instructional personnel in the administration of transitional kindergarten learning and enrichment experiences to students individually or in small groups; performs related duties as assigned.

*The following statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

#### Essential Duties

- Collaborates with the teacher on the implementation of classroom learning that promotes an inclusive, positive, motivating and educationally rich environment.
- Assists with the instruction of students in small groups and as a class collaboratively.
- Implements and modifies transitional kindergarten curriculum such as learning materials and activities, as directed by the teacher, which may also include kindergarten in a Transitional Kindergarten/Kindergarten combination class.
- Evaluates and identifies each student's readiness skills according to age, ability and interest as directed by the teacher.
- Collects anecdotal notes and other data such as student behavior observations and assessment results for the purpose of providing information to teachers.
- Assists in the preparation of a welcoming and stimulating classroom environment including consideration of safety and support for children in the classroom, during lunch, and on the playground.
- Assist students in learning self-help skills: putting on jackets, packing/unpacking backpacks, opening lunch containers, tying shoes, etc.
- Assist students during movement, music, PE and other specialist classes.
- Assist students in their arrival and departure from school.
- Sanitizes and disinfects learning materials, tables, chairs, and other classroom surfaces.
- May verbally prompt students with the toilet training process.

- Implements standards set by the teacher of appropriate student behavior for the purpose of achieving effective participation in activities; providing a safe and optimal learning environment.
- Operates classroom equipment including audio/visual devices and various forms of classroom technology.
- Attends training and meetings for the purpose of conveying and/or gathering information required to perform functions and receiving updated current information on best practices.
- Performs other related duties as assigned.

## **Employment Standards**

**Education and Experience:** High school diploma or equivalent and completion of at least six units of Early Childhood Education or Child Development courses to be completed within one year of appointment. Some experience working with young children is required. Experience in an educational environment with Pre-Kindergarten to 3<sup>rd</sup> grade students is desirable

## **Knowledge and Abilities**

### **Knowledge of:**

- Concepts of child growth, development and behavior characteristics of school age children.
- Student behavior management strategies and techniques.
- Health and safety regulations as related to the position.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Correct English usage, including spelling, grammar, and punctuation.
- Possible interpretation with parents.

### **Ability to:**

- Assist students in their development and building of self-esteem by providing proper examples, emotional support, praise, friendly attitude, and general guidance.
- Appropriately manage student behavior and guide students toward acceptable social behavior.
- Follow directions of lead teachers, but take initiative and be flexible when needs arise.
- Implement learning activities for students.
- Adapt basic teaching techniques and methods to support the teacher.
- Maintain a healthy and safe environment with set-up and clean-up of materials throughout the day.
- Understand and follow oral and written instructions.
- Monitor and assist students.
- Demonstrate an understanding, patient, warm and receptive attitude toward students. Give emotional support (hugs etc) when needed.
- Understand and apply rules, regulations, procedures and policies.
- Communicate effectively in the English language, both in oral and written form.
- Maintain confidentiality of sensitive and privileged information.
- Establish and maintain effective positive working relationships with students, staff, parents, teachers, and administrators.

**SPECIAL NOTE:** Verbal fluency in spanish preferred but not required.

### **Physical Demands/Working Conditions**

Works with students in a classroom and outside on the playground at a school site. Positions involve standing and sitting for long periods of time; walking to and from designated locations; stooping, bending, kneeling, crouching, reaching, and twisting; lifting, carrying, pushing, and/or pulling up to 15 pounds. May occasionally lift or move a student weighing up to 50 pounds without assistance. Dexterity of hands and fingers to operate office equipment, learning aids and instructional materials. Hearing and speaking to model clear English speech. May be subject to emotional and/or physical outbursts by students such as crying or shouting. Must be okay with getting messy/dirty (sand, paint, glitter etc)

### **Benefits**

Peabody Charter School offers a tremendous benefit package that includes:

- Up to 22 paid vacation days per year
- Up to 14 paid holidays per year
- Up to 12 sick leave days per year with unlimited accumulation
- Social Security coverage

All regular employees who are employed 30 hours or more a week are eligible for the following additional benefits:

- Medical, Dental and Vision insurance for the employee and family
- Life Insurance for the employees
- Generous Retirement Plan (CalPERS)

Application Process: Interested candidates should submit a resume, cover letter, and list of professional references to **Edjoin.com**.

Equal Opportunity Employer: Peabody Charter School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**Note: State Law requires that an applicant selected for the position must complete a fingerprinting process to check for or verify conviction record. A record of conviction will not automatically disqualify you from employment, but failure to list convictions may result in disqualification for dismissal.**