

Job Safety Analysis (JSA)

Position Information

Job Title: **Pre-Kindergarten (PK) Instructional Assistant**

Department: Various Campuses

Reports To: Principal

Job Tasks, Hazards, and Controls

Job Task	Hazard	Control Measures
Reinforce instruction under teacher supervision	Miscommunication leading to improper instruction	Maintain clear communication and check-ins with certified teacher
Supervise students during meals and arrival/dismissal	Slips, trips, choking, or child altercations	Ensure safe pathways, supervise closely, intervene calmly and promptly
Assist with student assessment and lesson prep	Repetitive strain, distraction	Take breaks when appropriate, maintain organized materials
Escort students across campus	Trips, falls, unauthorized student movement	Maintain control of student, use safe walking routes
Supervise outdoor activities	Sun exposure, insect bites, rough play	Monitor closely, use sunscreen/insect repellent, establish boundaries
Lifting/moving classroom materials	Back strain, dropped items	Use proper lifting techniques and carts when necessary
Maintain confidentiality and follow procedures	Breach of student privacy	Follow FERPA guidelines and district protocols

Emergency Considerations

In the event of a medical emergency involving a student or staff member, immediately alert the school nurse and administrator. Know the campus emergency protocols, including evacuation, lockdown, and shelter procedures. Report all incidents or near-misses through the appropriate NEISD reporting channels.

Personal Protective Equipment (PPE)

While PPE is not routinely required for this position, the following may be used as needed:

- Gloves (for food-related or hygiene-related tasks)
- Sunscreen (for outdoor supervision)
- Comfortable, closed-toe footwear
- Face mask

Revised by Caleb Jackson, Principal, Royal Ridge Elementary October 3, 2025
Reviewed by Dr. Oxley, Executive Director of School Administration October 6, 2025