

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute - Preschool Teacher Assistant

HOURLY RATE: \$15.35/hour

DUTIES AND RESPONSIBILITIES: The Substitute - Preschool Teacher Assistant is an on-call, temporary position. The Substitute – Preschool Teacher Assistant assists teacher(s) and staff in the supervision and care of young children in the Head Start and State Preschool programs. The Substitute - Preschool Teacher Assistant receives direct or general supervision from a center teacher and works on a day to day basis within the framework of standard policies and procedures. The Substitute - Preschool Teacher Assistant provides assistance to children who are primarily preschool/toddler age in implementing program objectives and providing responsible day care.

ESSENTIAL/TYPICAL DUTIES

Assists the teacher with working with individual and groups of children in various classroom activities and routines

Assists with the active supervision of children in indoor and outdoor activities

Assists teacher in maintaining a safe, clean and orderly classroom and outdoor environment

Assists children with hand washing and brushing teeth

Assists with accurate classroom record keeping

Assists with meal and snacks:

- Preparation and service of meals and snacks
- Maintains a clean food service area to include cleaning/sanitizing tables and counters and washing dishes

Assists with the implementation of emergency procedures

Assists teacher in attending to child needs and ensuring child safety on campus field trips

May attend meetings and trainings

May participate with teacher in home visits

Performs related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

Child development and best practices

Ability to:

Maintain active visual and auditory supervision of children both indoors and outdoors at all times

Interact with and assist children in indoor and outdoor age-appropriate activities

Communicate and relate to preschool/toddler children in a positive and sensitive manner

Read, write, and speak English at a level sufficient for successful job performance

Effectively understand and follow written and oral instructions

Maintain confidentiality and accurate record-keeping

Maintain effectiveness in a stressful situation

Use classroom technology effectively (e.g., iPad, VeriTime) and follow technology agreement

Complete trainings, some of which may be online, as required

Follow procedures including Federal, State and CACFP

Requirements:

Possession of six (6) Early Childhood Education (ECE) units required

Related work experience with preschool or toddler-aged children

Expressive and receptive English usage, grammar, and vocabulary

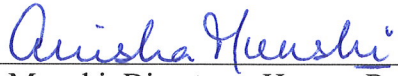
Must be 18 years of age or older

WORKING ENVIRONMENT: Indoor, classroom and outdoor settings. The noise level in the work environment is usually moderate.

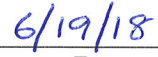
PHYSICAL DEMANDS: Hearing and speaking information in person and on the telephone; seeing to read, prepare and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate

tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, lifting light objects.

Approved:



Anisha Munshi, Director – Human Resources



Date