

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

POSITION: Substitute - Preschool Teacher Assistant/Permit

HOURLY RATE: \$16.39/hour

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES: The Substitute - Preschool Teacher Assistant/Permit is an on-call, temporary position. The Substitute - Preschool Teacher Assistant/Permit 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/Permit 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/Permit 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 to work with individual and groups of children in various classroom activities and routines and with the implementation of lesson plan activities

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

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

Assists children with washing hands, brushing teeth and following bathroom procedures

Assists with accurate classroom record-keeping and filing

Assists with meals 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 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

Maintain positive teacher-child interactions in indoor and outdoor age-appropriate activities and communicate with children in a positive and sensitive manner at all times

Participate in on-going child assessment including the collection of observations and the use of the Learning Genie

Learn and apply appropriate strategies and practices utilized in early childhood education

Communicate effectively with staff in a positive manner

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

Effectively understand and follow written and oral instructions and program policies and procedures

Maintain confidentiality and accurate record-keeping

Follow and implement child dietary and/or health plans

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 a minimum of Associate Teacher permit

Related work experience with preschool –age children

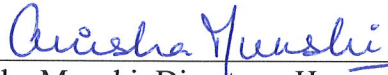
Expressive and receptive English usage, grammar, and vocabulary

Must be 18 years of age or older

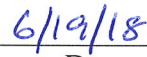
WORKING ENVIRONMENT: Indoor, classroom and outdoor settings. The noise level in the work environment is usually moderate.

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:



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Anisha Munshi, Director – Human Resources



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Date