

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ASSOCIATE TEACHER - INFANT/TODDLER - RESTRICTED

BASIC FUNCTION:

Under general supervision, the Associate Teacher - Infant/Toddler – Restricted shares and collaborates in the responsibility for the planning, implementation, and coordination of a comprehensive education for infants and toddlers in the Early Head Start Program and ensures that the education plan is developmentally appropriate for each child's individual needs, and meets the department's performance standards.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Curriculum and Instruction

- Uses the Responsive Care-Giving model in accordance with the Program for Infant and Toddler Care (PITC) philosophy to ensure that children are supported developmentally, socially, and emotionally.
- Responds to Infant/Toddler needs, including diaper changing, feeding, napping, and other regulatory activities to support the child's sense of security in the classroom with adults and other children.
- Supports, plans, and implements developmentally appropriate classroom activities that intentionally support the developmental and educational goals of children's individual education plans; assesses student needs and assists in the development of an individualized educational plan for each child; uses assessment results and data to plan individual and classroom activities; shares children's educational and developmental progress with parents.
- Supports and implements other activities related to health/physical, nutrition, mental health, disabilities, safety, and parental involvement into the educational plan.
- Brings to attention those children who may have special needs and works closely with other staff in assessing and developing individualized education plans and family service plans, coordinating referrals and providing services to support the development of children with special needs.
- Assists children and families with educational transitions, into and out of preschool classrooms.

Instructional Leadership

- Participates in ongoing professional development, coaching, and reflective supervision activities and supports the implementation of changes in classroom practice to promote high-quality instruction; advocates for and supports the implementation of best practices.
- Supports student teachers, interns, and volunteers as needed.

Family Engagement

- Interacts with families through regular classroom contact and contributes to and participates in interdisciplinary child and family reviews, parent conferences, and home visits to share child educational and developmental progress; responds to their identified interests and needs.
- Encourages family engagement in program activities and implements educational activities for their children at home and the community.
- Supports families in developing skills to act as advocates for their children in the education system.

Classroom Management

- Encourages children to develop in all areas, including social-emotional, health, physical development, language, cognitive skills, and approaches to learning.
- Maintains an effective environment for learning that supports children's development of school readiness skills and social and emotional development; maintains a clean, healthy, and safe classroom environment.
- Ensures that children are under visual supervision at all times.

Administrative Duties

- Collaborates by collecting observations and providing input and feedback to the teacher for lesson planning, and to support the teacher's completion of the Desired Results Developmental Profile (DRDP), environmental rating scales, and child screenings and ongoing developmental assessments.
- Assists in the selection of instructional supplies and maintains inventory and inventory records. Participates in authorized emergency and safety procedures to ensure that child health and safety is at the center of all program activities.
- Maintains necessary classroom records (e.g., attendance, USDA meal counts).
- Ensures the timely completion of necessary paperwork including developmental assessments, parent information, and incident reports.

OTHER DUTIES:

- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Head Start and Early Head Start policies, procedures, regulations, and performance standards.
- Child development, early childhood education, best practice teaching methods, and techniques for Infants and Toddlers.
- Organizational skills with the ability to work with classroom staff, manage time and priorities.
- Effective child guidance practices and principles for Infants and Toddlers.
- Child growth and development or human growth and development for infants and toddlers, children, families, and communities.
- Program/curriculum used in early childhood education, specifically for Infants and Toddlers.
- Developmentally appropriate practice for Infants and Toddlers.

- Proper English, including correct grammar, punctuation, and sentence structure.

ABILITY TO:

- Remain abreast of developments in child development/early childhood education field specific to Infant/Toddler development.
- Change classroom practice in response to individual professional development and coaching.
- Work in an interdisciplinary team as a cooperative and supportive team member.
- Organize and direct classroom and outside activities.
- Communicate effectively, verbally, and in writing, in a manner that fosters supportive relationships with staff, families, and children from diverse backgrounds.
- Maintain child and family confidentiality and perform duties ethically and professionally.
- Engage in documentation as part of daily practice.
- Conduct home visits and attend meetings/trainings. Use technology in all aspects of the program.
- Meet the standards of the Associate Teacher position as defined by the Performance Evaluation Report, including Work Habits, Human Relation Skills, Work Responsibilities, Quality of Work and Initiative and Creativity.
- Implement the DRDP, Infant/Toddler Environment Rating Scale (ITERS), Ages and Stages Questionnaire (ASQ) screenings, and other required instruments.
- Change diapers and assist with toileting.

EDUCATION, TRAINING, AND EXPERIENCE:

- An associate's degree from an accredited college or university with major coursework in Early Childhood Education or a closely related field.
- Possession of six (6) units of infant/toddler development, or three (3) units of infant/toddler development and other training or classes which address the needs of infant and toddlers by the end of the probationary period.
- Possession of or be eligible for a Child Development Associate Teacher Permit by the end of the probationary period.
- Two (2) years of full-time experience working in a childcare program.

MAY REQUIRE:

- Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

- Possess and maintain current Pediatric CPR and First Aid Certifications or the ability to obtain within six months of the date of hire.

WORKING CONDITIONS:**ENVIRONMENT:**

- Job duties are performed both indoors and outdoors.
- The noise level in the work environment is usually moderate.
- Classroom style is in a laboratory-like setting, and video recording is a regular occurrence in the classrooms for the purpose of training, technical assistance, and classroom observation.

PHYSICAL DEMANDS:

- Hearing and speaking information in person and on the telephone.
- Seeing to read, prepare and proofread documents, perform assigned duties.
- Seeing and hearing to supervise children at all times by both sight and sound.
- Sitting and 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, and children up to 40 pounds.

HAZARDS:

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: October 9, 2019

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Marisa Perry
Director III – HR / Classified Personnel Services

Date: 7/9/25