

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ASSOCIATE TEACHER – EARLY LEARNING CENTER

BASIC FUNCTION:

Under general supervision, the Associate Teacher – Early Learning Center shares and collaborates in the responsibility for the planning, implementation and coordination of a comprehensive education program and ensures that the education program is developmentally appropriate for each child’s individual needs.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

CURRICULUM AND INSTRUCTION:

- Supports, plans, and implements developmentally appropriate classroom activities that intentionally support the developmental and educational goals of all children.
- Participates in observation-based assessments and uses assessment results and data to assist with the planning of individual and classroom activities.
- Shares children’s educational and developmental progress with parents.
- Supports and implements other activities i.e., health/physical activity, nutrition, mental health, disabilities, safety and parental involvement into the educational plan.
- Assists children and families with educational transitions, into and out of classrooms, and into K-12 education.

INSTRUCTIONAL LEADERSHIP:

- Participates in ongoing professional development, coaching and reflective practice activities and supports the implementation of changes in classroom practice to promote high quality instruction.
- Orients substitutes in following established classroom routines to meet individual student needs; in the absence of the teacher, may assume overall responsibility of the classroom.

FAMILY ENGAGEMENT:

- Interacts with families through regular classroom contact, parent conferences, and home visits to share child educational and developmental progress and respond to their identified interests and/or needs.

- Encourages family engagement in program activities.

CLASSROOM MANAGEMENT:

- Maintains an effective environment for learning that supports children’s development of school readiness skills and social and emotional development.
- Encourages children to develop acceptable standards of behavior, positive social relationships, eating habits and personal hygiene.
- Maintains a clean, healthy and safe classroom environment.
- Ensures that children are under appropriate supervision at all times.

ADMINISTRATIVE DUTIES:

- Assists in the selection of instructional supplies.
- Participates in authorized emergency and safety procedures.
- Maintains necessary classroom records (e.g., attendance, USDA meal counts).
- Collaborates and assists the teacher with the timely completion of necessary classroom documentation, such as parent information and incident reports.
- Collaborates by providing input for lesson planning, collecting observations and providing feedback to the teacher for the completion of DRDPs and developmental assessments.

OTHER DUTIES:

- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child development, early childhood education, best practice teaching methods and techniques.
- Organizational skills with the ability to work with classroom staff, manage time and priorities.
- Effective child guidance practices and principles.
- Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), Desired Results Developmental Profile (DRDP), Ages and Stages Questionnaire (ASQ) screenings and other required instruments.
- Children, families and communities.
- Program/curriculum used in early childhood education.
- Developmentally appropriate practice.
- Proper English, including proper grammar, punctuation and sentence structure.

ABILITY TO:

- Remain abreast of developments in child development/early childhood education regulations and program guidelines.

- Change classroom practice in response to individual professional development and coaching.
- Organize and facilitate 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 in an ethical and professional manner.
- Engage in documentation as part of daily practice.
- Effectively 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.
- Learn and implement strategies to support various classroom observation and assessment tools as required by funding sources.
- Maintain effectiveness in stressful situations.

EDUCATION 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 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, or volunteering, 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:

- Must be 18 years of age.
- Possess and maintain current Pediatric CPR and First Aid Certification or the ability to obtain within six months from the date of hire.

WORKING CONDITIONS:

ENVIRONMENT:

- Job duties are spent 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 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, 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 the Personnel Commission: September 11, 2024



Marisa Perry
Director – HR/Classified Personnel Services

Date: 09/11/24