

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: ASSOCIATE TEACHER, INFANT/TODDLER – EARLY LEARNING CENTER**

**BASIC FUNCTION:**

Under general supervision, the Associate Teacher, Infant/Toddler – 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 and meets program standards.

**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:*

- Uses Responsive Care-Giving model in accordance with the PITC philosophy to ensure that children are supported developmentally, socially, and emotionally.
- Responds to Infant/Toddlers 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 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 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.

- Supports student teachers, interns and volunteers as needed; 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 and contributes to and participates in interdisciplinary child and family reviews, 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 and implementing education activities for their children at home and in the community.

*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 in all areas including social-emotional, health, physical development, language and cognitive skills.
- Supports the mission of SCCOE by welcoming classroom visitations.
- Maintains a clean, healthy and safe classroom environment.
- Ensures that children are under visual 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 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.
- Infant/Toddler Environment Rating Scale (ITERS), 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, specifically for Infants and Toddlers.
- Developmentally appropriate practice for Infants and Toddlers.
- 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.
- Work in an interdisciplinary team as a cooperative and supportive team member.
- 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 observations 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.
- Six (6) units of infant/toddler development, or three (3) units infant/toddler and other training or classes which address the needs of infant and toddlers.
- 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 child care 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 Certifications 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



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Marisa Perry  
Director – HR/Classified Personnel Services

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