

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: TEACHER ASSISTANT-EDUCARE**

#### **BASIC FUNCTION:**

Under the general supervision of the Supervisor-Head Start Preschool Sites, and/or the Supervisor-Preschool Instructional Support, the Teacher Assistant – Educare supports the implementation of a comprehensive education program and assists in ensuring that the education program is developmentally appropriate for each child’s individual needs and meets the program standards of Educare California Silicon Valley (ECSV).

#### **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 and implements developmentally appropriate classroom activities that intentionally support the developmental and educational goals of all children.

Supports and implements other activities (i.e., health/physical activity, nutrition, mental health, disabilities, safety and parental involvement) into the educational plan.

Assists the teacher by providing input for lesson planning and developmental assessments.

##### *INSTRUCTIONAL LEADERSHIP:*

Participates in ongoing professional development, coaching and reflective practice activities and supports the implementation of changes in classroom practice to promote a high quality program.

Supports student teachers, interns and volunteers as needed.

##### *FAMILY ENGAGEMENT:*

Supports families through regular classroom contact and contributes to and participates in interdisciplinary child and family reviews and parent conferences.

Participates with teacher in home visits to share child educational and developmental progress, as needed.

Supports family support staff to clarify and meet child and family needs.

Encourages family engagement in program activities.

##### *CLASSROOM MANAGEMENT:*

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 maintaining inventory and inventory records.

Participates in authorized emergency and safety procedures.

Maintains necessary classroom records (e.g., attendance, USDA meal counts).

Assists the teacher with timely completion of necessary classroom documentation

**OTHER DUTIES:**

Performs other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child development, early childhood education, best practice teaching methods and techniques.

Effective child guidance practices and principles.

General areas of child growth and development or human growth and development.

Proper English, including proper grammar, punctuation and sentence structure.

**ABILITY TO:**

Change classroom practice in response to individual professional development and coaching.

Participate in ECSV's commitment to continuously review, analyze and apply findings from local and national evaluations to program design and classroom practice.

Work in an interdisciplinary team as a cooperative and supportive team member.

Effectively communicate and relate to children and families in a positive and sensitive manner.

Maintain child and family confidentiality and perform duties in an ethical and professional manner.

Engage in documentation as part of daily practice.

Use technology as required.

Meet the standards of the Assistant Teacher position as defined by the Performance Evaluation Report, including Work Habits, Human Relation Skills, Work Responsibilities, Quality of Work and Initiative and Creativity.

**EDUCATION AND EXPERIENCE:**

Six (6) units in Early Childhood Education.

Possession of or be eligible for a Child Development Assistant Teacher Permit by the end of the probationary period.

Some experience working in a child care program.

**MAY REQUIRE:**

May require six (6) units in infant/toddler development.

CPR and First Aid Certifications.

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.

**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.

Approved by Personnel Commission: February 12, 2014; Revised Approval: 05/11/16



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Kristin Olson

Date: 04/27/2016

Director-Classified Personnel Services