

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

**CLASS TITLE: TEACHER ASSISTANT II – EARLY HEAD START**

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES**

To assist teacher(s) in the supervision and care of young children enrolled in the Early Head Start Program. Employees in this classification receive direct or general supervision from an Early Head Start Teacher and work on a day to day basis within the framework of standard policies and procedures. This job class provides assistance to infant and toddler age children as well as in the implementation of program objectives and providing responsible day care.

**ESSENTIAL AND TYPICAL DUTIES**

Assists teacher in care giving classroom routines

Assists in food service:

- Receive food and set up meals
- Maintain a clean environment for food service area
- Wash dishes and pans

Assists teacher with education program for individual and groups of infants and toddlers

Assists in supervising and care for infants and toddler age children

Utilizes respectful individual and responsive care giving practices with infants and toddlers

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

Assists children in bathroom procedures; performs diapering duties as necessary

Participates with teacher in home visits

Assists with the implementation of health, emergency procedures and first aid

Attends meetings and in-services

Record keeping and order supplies

Aids teacher in attending to child needs

Assists teacher in gathering student observation and assessment information

Assists teachers in activities pertaining to social cognitive, physical, creative and language development

May provide input to assist teacher with preparation of lesson plans

Orients substitute teachers/assistants in following established classroom routine/procedures in order to meet individual student needs

Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

Knowledge of:

Infant and toddler growth and development principles and practices

General areas of child growth and development or human growth and development; children, families and communities; and program/curriculum used in early childhood education

Effective child guidance practices and care giving principles pertaining to infant and toddler age children

Ability to:

Assist in the implementation of Early Head Start Performance Standards

Assist with indoor and outdoor recreational activities suitable for infants and toddlers

Effectively interact with infants and toddlers in a responsive, positive and sensitive manner

Communicate with infant and toddler age children, their parents and staff

Comply with federally mandated training requirements for licensing by the State Department of Social Services

Learn effective and appropriate care giving practices utilized for infant/toddler age children

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

Effectively supervise and care for individual and groups of infants and toddlers in their play and during routines

Effectively utilize care giving strategies that respond to each child's developmental level

Effectively understand and follow written and oral instructions

Maintain effectiveness in a stressful situation

Meet the physical requirements necessary to perform the assigned duties safely and effectively

Establish and maintain cooperative, mutually supportive and effective work relationships with those contacted in the performance of required duties

Analyze situations accurately and recommend an effective course of action

Apply appropriate first aid procedures for minor injuries

Construct appropriate learning tools for infants/toddlers

### **EDUCATION, EXPERIENCE AND AGE REQUIREMENTS**

- Completion of 12 Early Childhood Education (ECE) units within the required community care licensing core course matrix including at least three (3) units in infant/toddler coursework
- Two (2) years of fulltime experience
- Must be 18 years of age

May require:

Bilingual/bicultural proficiency English and another language as specified by the County Office of Education.

**BARGAINING UNIT:** Aides Unit

**WORKING ENVIRONMENT:** While performing the duties of this job, the employee regularly works in inside and outside environmental conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to stand, walk, move quickly, use hands to finger, handle to feel; and reach with hands arms. The employee is frequently required to sit on the floor and return to a standing position. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Hearing within normal range is required.

Personnel Commission Approval: June 24, 2004