

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER ASSISTANT II

BASIC FUNCTION:

Under the general supervision of the Supervisor—Preschool Instructional Support, the Teacher Assistant II shares in the planning and implementation of a comprehensive education program and assists in assuring that the educational 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:

Supports and assists with the planning and implementation of developmentally appropriate classroom activities that intentionally support the developmental and education goals of all children.

Participates in observation-based assessments and supports the use of assessment results for planning individual and classroom activities.

Supports and implements other activities (i.e. health/physical activity, nutrition, mental health, disabilities, safety and family engagement) into the education plan.

Assists children with educational transitions, both into the classroom and out of the classroom into the K-12 education system.

INSTRUCTIONAL LEADERSHIP:

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

FAMILY ENGAGEMENT:

Supports families through regular classroom contact and contributes to and participates in parent conferences and/or home visits as needed.

Encourages family engagement in program activities.

CLASSROOM MANAGEMENT:

Assists with maintaining a safe, clean and 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 person hygiene.

Ensures that children are under appropriate supervision at all times.

ADMINISTRATIVE DUTIES:

Participates in authorized emergency and safety procedures.

Assists the teacher with the timely completion of necessary classroom records and documentation.

Collaborates and assists the teacher by providing input for lesson planning and the collection of observations 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.

Developmentally appropriate practice.

Early Childhood Environmental Rating Scale (ECERS), Desired Results Developmental Profile (DRDP).

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 staff 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 as needed.

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

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, or one year of college-level course work in Early Childhood Education.

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

One (1) year of full time experience working in a child care/preschool 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.

PHYSICAL DEMANDS:

Ability to supervise children by both sight and sound at all times; 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: December 1990; Revised: 10/09/1997, 05/22/2003, 10/19/2006; Revised Approval: 05/11/16



Kristin Olson

Date: 04/27/2016

Director-Classified Personnel Services