

JOB DESCRIPTION
June 2013

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

BILINGUAL ASSOCIATE TEACHER - EARLY CHILDHOOD EDUCATION

General Purpose:

The Bilingual Associate Teacher - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). A Bilingual Associate Teacher - Early Childhood Education assists the Site Supervisor, Master Teacher, Resource Teacher and other staff with the planning and implementation of age and developmentally appropriate curriculum.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Demonstrates proficiency in English and Spanish (or alternative language as specified on vacancy notice) in carrying out all essential functions or responsibilities of a Bilingual Associate Teacher - Early Childhood Education.
- Assists with the planning and presentation of appropriate activities on work sites, in the classroom and on the playground.
- Assists with the preparation of meals and snacks.
- Assists in maintaining a clean, safe and healthy environment for the children.
- Prepares instructional materials for presentation to the class according to the planned activities.
- Maintains required forms and records.
- Works with team members and volunteers.
- Completes written child observations and child assessments as instructed.
- Assists in supporting Family Child Care Home Education Network.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.

Experience:

- Paid or volunteer experience in a public or private child care and development program or other experience working with pre-school aged children.

Knowledge, Skills and Abilities:

- Knowledge of general growth, behavior patterns and temperamental characteristics of young children.
- Knowledge of age appropriate activities involving sports, games, and arts and crafts.
- Ability to prepare and present information in both English and Spanish (or alternative language as specified on vacancy notice).
- Ability to schedule a number of activities.

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- Ability to gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment.
- Ability to work with others under a variety of circumstances.
- Ability to analyze data utilizing defines but different processes; and operate equipment using various methods of operation.
- Ability to work with a diversity of individuals and/or groups.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to plan activities that will enhance the cognitive, social-emotional and physical development of young children.
- Ability to maintain an orderly classroom through redirection and positive discipline.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships.
- Ability to relate to children in a positive, authentic manner.
- Ability to relate to adults from varying socio-economic and cultural backgrounds.
- Ability to perform a variety of general office and classroom assistance duties.

Required Testing:

- Oral and written translation in Spanish (or alternative language as specified on vacancy notice).

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an Associate Teacher Permit issued by the California Commission on Teacher Credentialing.
- Must currently have or must obtain Pediatric CPR/First Aid/Health and Safety Training certification within 90 days of employment.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with students, staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

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- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 21.0

Reviewed and Approved:

Supervisor: _____ Date: _____

Human Resources: _____ Date: _____