SAN MATEO COUNTY OFFICE OF EDUCATION
ASSOCIATE TEACHER, EARLY CHILDHOOD EDUCATION

JOB SUMMARY:
Under the direction of an assigned supervisor, assist a lead teacher in caring for and reinforcing instruction to individual or small groups of children in an early childhood classroom or other learning environment.

ESSENTIAL DUTIES:
• Assist lead teacher in caring for and reinforcing instruction to individual or small groups of children in an early childhood classroom or other learning environment;
• Monitor children’s participation in planned activities to encourage child engagement and ensure safety;
• Confer with the teacher concerning lesson plans and materials;
• Support children to access and engage in planned activities, providing developmentally appropriate modeling, examples, and prompting in an emotionally supportive;
• Support children to have positive interactions with peers and with staff, and to develop social/emotional skills consistent with identified, developmentally appropriate classroom expectations;
• Collect and share observations on child development to support DRDP ratings;
• Assist children with performing daily living tasks and developing independent living and self-help skills, including but not limited to assistance with personal hygiene, dressing, washing and grooming, eating, toileting / diapering, and clean-up;
• Escort and monitor children to and from classes, playground, field trips and other locations as assigned;
• Encourage development of verbal and visual communication skills by modeling language, engaging in back and forth conversations, narrating children’s activities, and utilizing visual communication supports;
• Assist with the materials preparation;
• Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner; wipe down and disinfect classroom equipment as required.
• Provide classroom support to the teacher with set-up and clean-up of work areas, decorations, equipment and displays, and distribution / collection of supplies and materials.
• Operate a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers / assigned software, health equipment, and adaptive equipment.
• Other duties as assigned
KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
- Title 22 and Title 5 regulations
- CA. Preschool Learning Foundation and Preschool Curriculum Framework
- Developmentally appropriate practice.
- Safe practices in early childhood settings.
- Operation of standard office and classroom equipment including a computer and assigned software. Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary. Record-keeping and filing techniques.
- First aid and CPR procedures.

SKILLS AND ABILITY TO:
- Assist lead teacher in caring for and reinforcing instruction to individual or small groups of special education students in a classroom or other learning environment.
- Assist in the implementation of lesson plans and IEP’s.
- Assist children with developing and performing social, independent living, communication, self-help and learning skills and activities.
- Demonstrate sensitivity towards children with special needs and their families.
- Provide medical assistance and health care to special education students as assigned. Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer. Observe health and safety regulations.
- Maintain records and files.
- Administer first aid and CPR.

LICENSES AND OTHER REQUIREMENTS:
- Associate Teacher Permit or higher (issued by the California Commission on Teacher Credentialing)
- Valid First Aid and CPR Certificate issued by an authorized agency.
WORKING CONDITIONS:
ENVIRONMENT:
- Indoor and outdoor work environment

PHYSICAL DEMANDS:
- Ability to stoop, bend, stretch, grasp, pull, and push;
- Ability to react and respond quickly;
- Ability to walk extended distances;
- Ability to lift 35 pounds (one person), and up to 100 pounds with two person lift.
- Stamina sufficient to sit or stand for extended periods of time.
- Flexibility sufficient to bend at the waist, kneel and crouch to assist students working at low desks or on the floor.