

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUBSTITUTE/RELIEF PRESCHOOL TEACHER ASSISTANT(TA)/TA-PERMIT**

#### **BASIC FUNCTION:**

Under the general supervision of the Supervisor-Head Start Preschool Sites, and/or the Supervisor-Preschool Instructional Support, the Substitute Preschool Teacher Assistant (TA)/TA-Permit 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.

#### **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 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, as needed.

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:*

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:**

Early childhood education practices.

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.

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.

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.

**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: December 1990; Revised: 10/09/1997, 05/22/2003; Revised Approval: 05/11/2016



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Kristin Olson

Date: 04/27/2016

Director-Classified Personnel Services