

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
PRESCHOOL TEACHER ASSISTANT-BILINGUAL**

DEFINITION:

Under general supervision, performs a variety of instructional activities for children and assists with communication between parents and program staff.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Assists in maintaining safety and appearance of the State Preschool facility.
- Assists the teacher in individual planning and execution of instructional programs and presents these programs to students in a one-to-one or group setting.
- Assists individual children in need of special attention.
- Assists in maintaining displays of instructional materials accurately and neatly.
- Make decisions regarding student welfare and safety, including counseling students regarding conduct and self-discipline. Maintains classroom behavior.
- Assists the teacher in keeping records.
- Assists in carrying out all parts of the planned curriculum.
- Performs daily a health check of children and makes appropriate referrals as needed.
- Maintains confidentiality.
- Operates various office machines.
- Assists in giving direction to parent volunteers in working with children.
- Willingness to attend classes and workshops for professional growth.
- Collaborates with teacher to provide instruction to meet I.S.P. and/or I.E.P. goals under direction of physician and certified therapists, and/or internal multi-disciplinary team.
- Assists teacher in collecting necessary materials to provide activities to meet I.S.P. and/or I.E.P. objectives in consultation with therapists or supervisor.
- Is aware of families' culture and is culturally sensitive to all.
- Relates to children.
- Perform other duties as assigned.

If assigned to an itinerant position the employee will be required to drive frequently for department business.

QUALIFICATIONS:

- Hold or qualify for Child Development Assistant permit or higher

- High school diploma or equivalent
- Fluent in English and Spanish
- Ability to read, write, speak, and understand English and Spanish well
- Strong verbal, written, mathematical, and interpersonal skills
- Ability to exercise discretion, tact, and confidentiality when meeting with parents and the public
- Personality to maintain human relationships required by a public service agency and the ability to deal effectively with staff, parents, students, administration, etc.
- Valid California driver's license and evidence of insurance.

Knowledge of:

Methods, procedures and policies of the department; record keeping procedures and practices; proper English and Spanish usage, spelling, grammar, and punctuation; bookkeeping practices and equipment.

Ability to:

Understand and follow oral and written directions; Exercise discretion, tact, and confidentiality when meeting with parents and the public; ability to read, write, speak, and understand English and Spanish well.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EXPERIENCE:

Experience (paid or volunteer) working with children.

EDUCATION:

Equivalent to the completion of the twelfth grade.

Hold or qualify for Child Development Assistant permit or higher.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting, walking or standing, and may involve some running.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate

business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.