



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ASSOCIATE TEACHER – STATE PRESCHOOL

DEFINITION:

Under direct supervision of the Site Supervisor, this position is responsible for implementing planned and emergent curriculum as well as collaborate with the teaching team to ensure a safe and developmentally appropriate program to promote social, emotional, cognitive, and physical development of each child and create a welcoming, inviting family environment. This position is also accountable for working with the Site Supervisor to ensure the site is compliance with the following regulations: Title 5, Title 22 and Tehama County Department of Education policies and procedures.

ESSENTIAL DUTIES & JOB FUNCTIONS:

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.

- Collaborate with site team to ensure a safe, clean learning environment for children and families within the Preschool Program.
- Maintain a collaborative, positive attitude while working with colleagues, volunteers, families and community members.
- Develop a positive relationship with each child, family member and colleagues.
- Collaborate with site team to ensure the development, preparation, and facilitation of weekly lesson plans based on children's interests and learning goals.
- Collaborate with site team in determining children's individual goals and objectives through the following: assessment, observation, and consultation with specialists and family members input.
- Ensure the gathering of evidence of learning for each child's growth and development according to the DRDP-2015 adhering to mandated due dates (anecdotal notes, running records, check off sheets, photos, video, etc.).
- Maintain a learning portfolio containing individual evidence and observations of each child's progress according to the DRDP-2015.
- Demonstrate culturally sensitive interactions and an awareness of individual family cultures.
- Collaborate with site team educators to ensure a yearly Preschool Environmental Rating Scale is completed for the preschool site during the month of December.
- Partner with site team in making decisions regarding child welfare and safety, including supporting children with guidance and self-regulation.
- Collaborate with site team to maintain classroom behavior following all guidance procedures.
- Keep accurate records regarding attendance, student progress, etc.
- Collaborate with site team to analyze data to individualize for children and make informed site instruction decisions.
- Perform respectful daily health checks of children assuring children are well enough to attend school.
- Partner with Site Supervisor to support the assistant(s), paraprofessional(s), and volunteers.
- Ability to check email daily, complete time sheets and use AESOP appropriately for absences.
- Display a sincere, nurturing, caring attitude toward all children.
- Attend and implement new learning and program expectations from professional learning activities and other program functions and staff meeting.
- Sit with children during all meal times demonstrating conversation and preschool mealtime interactions.
- Responsible for collaborating with program educators to plan and facilitate family engagement events.



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Official: 
Effective: 08/05/19

- Report suspected child abuse.
- Other job related duties as assigned.
- Drive occasionally for department business (optional).

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Current, valid Child Development Associate Teacher permit or the ability to obtain this level of permit:
 - OPTION 1: 12 units ECE/CD including core courses (English/Language Arts, Math or Science, Social Sciences, Humanities and/or Fine Arts) AND 50 days of 3+ hours per day experience in an ECE/CD environment within 2 years.
 - OPTION 2: Child Development Associate (CDA) Credential.
 - Associate Teacher Permit is valid for 5 years. Employee must complete 15 additional units toward a Teacher Permit in this timeframe. Permit can only be renewed once. If employee does not qualify to obtain a Teacher permit at the end of 10 years, employee will go back to Preschool Assistant.
- Completed Criminal Record Statement.
- Strong verbal, written, mathematical, and interpersonal skills.
- Computer literacy including email and data entry.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Early childhood development including, but not limited to social/emotional (trauma informed practice), language and literacy, cognitive, and physical development.
- Computer software and applications needed to perform essential functions.
- Effective family engagement strategies and practices.

ABILITY TO:

- Maintain confidentiality.
- Understand and Implement developmentally appropriate practices.
- Exercise discretion, tact, and confidentiality when meeting with families and the public.
- Be sincere, nurturing, and caring toward all children.
- Interact appropriately and positively with children at all times.
- Read, write, speak, and understand English.
- Read, write, speak, and understand Spanish preferred.
- Understand and follow procedures and policies of the department.
- Understand and follow oral and written directions.
- Demonstrate positive team interactions.
- Learn and implement Powerful Interactions: Be present, connect and extend children's learning.
- Maintain accurate, neat files/records.
- To learn and implement, as mandated, the Desired Results Developmental Profile (DRDP-2015), Preschool Environmental Rating Scale, Classroom Assessment Scoring System (CLASS).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to stand, walk, sit, and reach with hands and arms.



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- Occasionally required to stoop, kneel, crouch, or crawl.
- Must be able to exert up to 10-25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for some of the time.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment, and work with various materials and objects.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

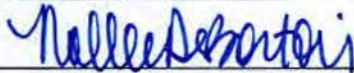
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APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: August 5, 2019