



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

DEFINITION:

Under direct supervision of the Site Supervisor, this is an essential position in a Tehama County Department of Education Preschool classroom. This position functions as a member of an educational team, the Assistant provides support in all areas of program implementation.

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.

- Assist in maintaining a safe, clean learning environment for children and families within the Preschool Program.
- Develop a positive relationship with each child, family members and colleagues.
- Assist Site Supervisor/Teacher in planning and preparing learning materials and activities.
- Assist Site Supervisor/Teacher in facilitating planned and emergent curriculum for all children both indoors and outdoors.
- Assist in maintaining the classroom environment; including but not limited to, changing materials regularly to meet individual needs.
- Assist Site Supervisor/Teacher in maintaining appropriate guidance and supervision of all children within the learning environment.
- Assist the Site Supervisor/Teacher in gathering evidence of learning for each child's growth and development according to the DRDP-2015 (anecdotal notes, running records, check off sheets, photos, video, etc.).
- Assist the Site Supervisor/Teacher to maintain a learning portfolio containing individual evidence and observations of each child's progress according to the DRDP-2015.
- Observe children daily to assess and support development, interests and needs using the information to facilitate learning.
- Perform daily respectful health checks of children, assuring children are well enough to attend school.
- Ability to check email daily, complete time sheets and use AESOP for absences.
- Maintain and foster a cooperative and positive attitude while working children, colleagues, volunteers, families, and the community.
- Display a sincere, nurturing, caring attitude toward all children.
- Willingness to attend classes and workshops for professional growth and apply learning.
- Demonstrate an awareness of individual families' culture and is culturally sensitive to all.
- Sit with children during all meal times demonstrating conversation and preschool meal time interactions.
- Report suspected child abuse.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Current, valid Child Development Assistant permit or the ability to obtain this level of permit:
 - OPTION 1: 6 units of Early Childhood (ECE) or Child Development (CD).
 - OPTION 2: Accredited HERO program (including ROP).
- Completed Criminal Record Statement.
- Ability to read, write, speak, and understand English.
- The ability to read, write, speak, and understand Spanish preferred.
- Strong verbal, written, mathematical, and interpersonal skills.
- Valid California driver's license and evidence of insurance.

Tehama County Department of Education
Job Description
Teacher Assistant, State Preschool



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.
- The importance of positive interactions with preschool age children.

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.
- Understand and follow procedures and policies of the department.
- Understand and follow oral and written directions.
- Demonstrate positive team interactions.
- Read, speak, write and understand English.
- Read, speak, write and understand Spanish preferred.
- Learn and implement Powerful Interactions: Be present, connect and extend children's learning.
- Learn and assist the collection of individual child data to support the Desired Results Developmental Profile (DRDP-2015).
- Learn and implement the Classroom Assessment Scoring System (CLASS).

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 25 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.
- Occasionally required to stoop, kneel, crouch, or crawl.

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.

HRS Office Use Only

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APPROVED

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

Signature: Noelle DeBortoli

Date: August 5, 2019