

Job Summary:

To assist teacher in planning, instructing and supervising children aged 2.9 to kindergarten age in experiences designed to promote social, emotional, motor skills, problem solving skills, intellectual and language growth needed for successful transition into kindergarten. Receive general supervision from Site Supervisor. Receive daily class management supervision from lead teacher. Assist teacher with supervision of children.

Essential Functions:

- Provide and maintain safe, secure and healthful environment for children at all times;
- Demonstrate a caring, loving and patient attitude toward children;
- Be aware of total classroom/playground situation even when working with one (1) child;
- Assist teacher with helping children to learn basic skills and concepts including, but not necessarily limited to, social skills, nutrition, health and safety, large and small muscle development, creative arts and math;
- Assist teacher with demonstrating to children routine activities such as habits of caring for own clothing and picking up and putting away toys and books; going to the bathroom, eating snack and lunch and taking a nap;
- As part of classroom team, assist with daily activities to meet all curriculum goals;
- Attend regular staff meetings to evaluate classroom activities and routines;
- Assist teacher with implementation of established curriculum and/or daily activities with sufficient ability to be flexible/individualize when required;
- Be proficient in language skills in order to demonstrate how to serve as model for language development;
- Assist teacher with demonstrating a positive teacher-child-parent interaction to reinforce the parent figure as model figure for the child;
- Help plan and participate in parent meetings;
- Advocate for parents;
- Make home visits per school year, as requested by teacher;
- Assist with maintenance of confidential files as requested;
- Assist teacher with gathering of evidence documenting children's progress (e.g. anecdotal notes, portfolios, parent contacts);
- Perform related duties as required.

Knowledge and/or Abilities:

- **Abilities to:**
 - Work with others in a collaborative fashion;
 - Interact and encourage children to develop good habits;
 - Interact with children
 - Build an effective classroom team and lead by example;
 - Accept constructive criticism;
 - Communicate with co-workers, parents and children;
 - Manage time wisely;
 - Follow directions;
 - Encourage and support parental involvement in the classroom;
 - Learn, understand and be sensitive toward working with families from different cultural backgrounds that may have different child rearing practices;
 - Substitute for teacher as required;
 - Solve practical problems;
 - Interpret a variety of instructions provided in written, oral, diagram, or schedule format;
 - Operate such classroom equipment as slide and filmstrip projectors, phonographs and tape recorders; CD player;
 - Maintain confidentiality of information;
 - Communicate clearly, concisely and professionally both orally and in writing.
 - Speak, read and write English necessary.

- Speak, read and write Spanish either necessary or preferred depending upon needs of the program.
- **Knowledge of:**
 - Role of each member of classroom/center team;
 - How preschool children develop;
 - Record keeping and maintenance of children's files;
 - Symptoms of communicable diseases/head lice;
 - Chain of command;
 - Program policies and procedures;
 - Computer software.

Working Conditions: Environment/Physical Abilities: Classroom for preschool children; Outside in play area, sand box, nature walks; Traveling to meetings throughout Tulare County; Occasional travel and/or training outside Tulare County; The noise level can be from extremely quiet to high; Sitting on small chairs and standing for extended periods of time; Sitting on floor; Kneeling and crawling; Bending, stooping and crouching; Talking and hearing; Regularly pick up 25 lbs or more – preschool children; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience:

Minimum qualifications:

- Possess a recognized Child Development Teacher Permit or Child Development Associate (CDA) Credential,
- Possess an Associate or Baccalaureate degree in Child Development or a related field or is enrolled in a program leading to such a degree,
- Completed 12 college units in Child Development or Early Child Development including core classes, plus 50 days of 3+ hours per day within the last 2 years.

Additional Requirements:

- Teacher Assistant II requires 24-39 college units in Child Development or Early Child Development.
- Teacher Assistant III requires 40 + college units in Child Development or Early Child Development.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.