

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE ASSOCIATE TEACHER EARLY LEARNING CENTER

BASIC FUNCTION:

UndergUnPUslu-2.8 (pe)-6 (Early Learning Certificate) and the Associate Teacher
responsibility for the planning, implementation and coordination of a comprehensive education program
ensures that the education program is developmentally appropriate for each child's individual needs.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification.
This is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

CURRICULUM AND INSTRUCTION

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- x Assist children and families with educational transitions, into and out of classrooms, into K-12 education.

INSTRUCTIONAL LEADERSHIP

- x Participate in ongoing professional development, coaching and reflective practices and supports the implementation of changes in classroom practice to promote high quality instruction.

- x Change classroom practice in response to individual professional development and coaching.
- x Organize and facilitate classroom and outside activities
- x Communicate effectively, verbally and in writing, in a manner that fosters supportive relationships with staff, families and children from diverse backgrounds
- x Maintain child and family confidentiality and perform duties in ethical and professional manner.
- x Engage in documentation as part of daily practice
- x Effectively use technology in all aspects of the program
- x Meet the standards of the Associate Teacher position as defined by the Performance Evaluation Report, including Work Habits, Human Relation Skills, Work Responsibilities, Quality of Work and Initiative and Creativity
- x Learn and implement strategies to support various classroom observation and assessment tools as required by funding sources.
- x Maintain effectiveness in stressful situations.

EDUCATION AND EXPERIENCE:

- x An associate's degree from an accredited college or university with major coursework in Early Childhood Education or a closely related field.
- x Possession of or be eligible for a Child Development Associate Teacher Certificate by the end of the probationary period
- x Two (2) years of full-time experience working, or volunteering in a childcare program.

MAY REQUIRE:

- x Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education

LICENSES AND OTHER REQUIREMENTS

- x Must be 18 years of age.
- x Possess and maintain current Pediatric CPR and First Aid Certification or the ability to obtain within six months from the date of hire

WORKING CONDITIONS

ENVIRONMENT

- x Job duties are spent both indoors and outdoors. The noise level in the work environment is usually moderate. Classroom style is in a laboratory setting and video recording is a regular occurrence in the classrooms for the purpose of training, technical assistance, and classroom observation.

PHYSICAL DEMANDS:

- x 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.

HAZARDS:

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property