

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER ASSISTANT II RESTRICTED

BASIC FUNCTION:

Under the general supervision of the site administrator, the Teacher Assistant II shares in the planning and implementation of a comprehensive education program and assists in assuring that the educational program is developmentally appropriate for each child's individual needs and meets program standards.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

CURRICULUM AND INSTRUCTION:

Supports and assists with the planning and implementation of developmentally appropriate classroom activities that intentionally support the developmental and education goals of all children.

Participates in and conducts observation based assessments and supports the use of assessment results for planning individual and classroom activities.

Supports and implements other activities (i.e., health/physical activity, nutrition, mental health, disabilities, safety, and family engagement) into the education plan.

Assists children with educational transitions, both into the classroom and out of the classroom into the K 12 education system.

INSTRUCTIONAL LEADERSHIP:

Participates in ongoing professional development and reflective practice activities and supports the implementation of changes in classroom practice to promote a high quality program.

Maintains an open communication with classroom team.

Follows program performance regulations.

FAMILY ENGAGEMENT:

Supports families through regular classroom contact and contributes to and participates in parent conferences and/or home visits as needed.

Encourages family engagement in program activities.

CLASSROOM MANAGEMENT:

Assists with maintaining a safe, clean, and effective environment for learning that supports children's development of school readiness skills, and social

One (1) year of full time experience working in a childcare/preschool program.

MAY REQUIRE:

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

LICENSES AND OTHER REQUIREMENTS:

Must be 18 years of age.

Possess and maintain current pediatric CPR and First Aid Certifications or the ability to obtain within six months from the date of hire.

WORKING CONDITIONS:

ENVIRONMENT:

Job duties are spent both indoors and outdoors. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

Ability to supervise children by both sight and sound at all times.

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.

Approved by Personnel Commission: December 8, 2021



Marisa Perry
Director – HR / Classified Personnel Services

Date: 12/08/2021