

SANTA CLARA COUNTY OFFICE OF EDUCATION

**CLASS TITLE: TEACHER ASSISTANT II**

**BASIC FUNCTION:**

Under the general supervision of the Supervisor—Preschool Instructional Support, 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.

ADMINISTRATIVE DUTIES:

Participates in authorized emergency and safety procedures.

Assists the teacher with the timely completion of necessary classroom records and documentation.

Collaborates and assists the teacher by providing input for lesson planning and the collection of observations for the completion of DRDPs and developmental assessments.

OTHER DUTIES:

Performs other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Child development, early childhood education, best practice teaching methods and techniques.

Organizational skills with the ability to work with classroom staff, manage time and priorities.

Effective child guidance practices and principles.

Developmentally appropriate practice.

Early Childhood Environmental Rating Scale (ECERS), Desired Results Developmental Profile (DRDP).

Proper English, including proper grammar, punctuation and sentence structure.

ABILITY TO:

Remain abreast of developments in child development/early childhood education, regulations and program guidelines.

Change classroom practice in response to staff development and coaching.

Organize and facilitate classroom and outside activities.

Communicate effectively, verbally and in writing, in a manner that fosters supportive relationships with staff, families and children from diverse backgrounds.

Maintain child and family confidentiality and perform duties in an ethical and professional manner.

Engage in documentation as part of daily practice.

Effectively use technology as needed.

Meet the standards of the Teacher Assistant II position as defined by the Performance Assessment Scale 0

**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 1990; Revised: 10/09/1997, 05/22/2003, 10/19/2006; Revised Approval: 05/11/16

---

Kristin Olson

Date: 04/27/2016

Director Classified Personnel Services