

TEHAMA COUNTY DEPARTMENT OF EDUCATION PRESCHOOL ASSOCIATE TEACHER

DEFINITION:

The Associate Teacher position is in the Early Childhood Education (ECE) department, under the supervision of the Early Childhood Director. However, duties and responsibilities will be carried out under the direction of the State Preschool Director and Site Supervisor. The Associate Teacher will be responsible for implementing planned curriculum as well as help ensure a safe and developmentally appropriate program. That promotes social, emotional, and physical development of each child.

ESSENTIAL DUTIES & JOB FUNCTIONS:

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.

- Report suspected child abuse.
- Maintains confidentiality.
- Assist in maintaining a safe, clean learning environment for children and families within the State Preschool Program.
- Maintains a cooperative attitude while working with Site Supervisor, volunteers, parents and other TCDE staff.
- Develop a positive relationship with children and families encouraging self-esteem and self-discipline.
- Assist in the development as well as facilitate weekly lesson plans using required curriculum.
- Assist in determining individual goals and objectives through the following: assessment, observation, and consultation with specialists and parental input.
- Assist in creating and executing individual instructional programs, as determined through assessment and established objectives.
- Demonstrates an awareness of individual families' culture and is culturally sensitive.
- Assist in making decisions regarding child welfare and safety, including assisting children regarding behavior and self-discipline.
- Assist in maintaining classroom behavior following all discipline procedures.
- Assist in keeping accurate records' regarding attendance, student progress, etc.
- Participates in analyzes data and takes appropriate measures to adjust individual goals and objectives, including, but not limited to, day to day activities, parent conferences, parent educational meetings, etc.
- Perform daily health checks of children including head checks as well as assuring children are well enough to attend school.
- Assist Site Supervisor with oversight of assistant(s), paraprofessional(s), and volunteers.

- Is responsible for their individual classrooms, parent meeting and parent participation under the direction of the Site Supervisor.
- Ability to check email daily, complete time sheets and use AESOP for absences.
- Displays a sincere, nurturing, caring attitude toward all children.
- Attends professional growth activities and other school functions and staff meetings.
- Sits with children during all meal times modeling "family style" eating
- Other job related duties as assigned.
- Drive occasionally for department business (optional).

QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or equivalent.
- Hold or maintain a Child Development Associate Teacher permit or the ability to qualify upon employment.
- Completed Criminal Record Statement.
- Strong verbal, written, mathematical, and interpersonal skills.
- Ability to exercise discretion, tact, and confidentiality when meeting with parents and the public.
- Demonstrate the ability to work as a member of a team.
- Computer literacy including email and data entry.
- Ability to read, write, speak, and understand English.
- Valid California I.D. or a California driver's license and evidence of insurance.

KNOWLEDGE OF AND ABILITY TO:

- Understand and Implement developmentally appropriate practices.
- Demonstrate an interest in working with children, parents and volunteers.
- Interact appropriately with children at all times
- Understand and follow procedures and policies of the department
- Maintain confidentiality at all times.
- Understand and follow oral and written directions
- Demonstrate success in working as a team member.

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 20 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

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