

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
PRESCHOOL CLASS AIDE**

DEFINITION:

The Teacher Assistant 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/Teacher. The Teacher Assistant will assist the Site Supervisor/Teacher in planning and preparing the learning environment, i.e. setting up learning centers and preparing needed materials and supplies. Teacher Assistant will have the opportunity to interact with children one-on-one as well as in groups, both indoors and outdoors.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

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 at all times.
- Assist in maintaining a safe, clean learning environment for children and families within the State Preschool Program.
- Develop a positive relationship with each child encouraging self-esteem and self-discipline
- Assist Site Supervisor/Teacher in planning and preparing materials in advance for activities.
- Assist Site Supervisor/Teacher in facilitating planned curriculum for all children both indoors and outdoors.
- Assists in maintaining the classroom environment; including but not limited to, changing materials regularly to meet individual needs.
- Assist Site Supervisor/Teacher in maintaining appropriate discipline and supervision of all children within the learning environment.
- Assists the Site Supervisor/Teacher in maintaining a confidential assessment binder containing individual student goals and observations of progress.
- Observe children daily to assess and support development, interests and needs using the information to facilitate learning.
- Perform daily health checks of children including head checks, as well as, assuring students are well enough to attend school.
- Ability to check email daily, complete time sheets and use AESOP for absences.
- Maintains a cooperative attitude while working with Site Supervisor/Teacher, volunteers, parents, and other TCDE Staff.
- Assists in giving direction to parent and volunteers working with children including cultural sensitivity.
- Displays a sincere, nurturing, caring attitude toward all children.
- Willingness to attend classes and workshops for professional growth.
- Demonstrates an awareness of individual families' culture and is culturally sensitive to all.
- Sits with children during all meal time modeling "family style" eating.
- Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- High school diploma or equivalent.
- 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.
- Computer literacy including email and data entry.
- Ability to read, write, speak, and understand English.
- Valid California I.D. or 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 policies and procedures 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 25 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.