

**JOB DESCRIPTION**  
January 2025

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**BILINGUAL ASSOCIATE TEACHER - EARLY CHILDHOOD EDUCATION**

**General Purpose:**

The Bilingual Associate Teacher - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). A Bilingual Associate Teacher - Early Childhood Education assists the Site Supervisor, Master Teacher, Resource Teacher and other staff with the planning and implementation of age and developmentally appropriate curriculum.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Demonstrates proficiency in English and Spanish (or alternative language as specified on vacancy notice) in carrying out all essential functions or responsibilities of a Bilingual Associate Teacher - Early Childhood Education.
- Assists with the planning and presentation of appropriate activities on work sites, in the classroom and on the playground.
- Assists with the preparation of meals and snacks.
- Assists in maintaining a clean, safe and healthy environment for the children.
- Prepares instructional materials for presentation to the class according to the planned activities.
- Maintains required forms and records.
- Works with team members and volunteers.
- Completes written child observations and child assessments as instructed.
- Assists in supporting Family Child Care Home Education Network.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

**Education:**

- High school diploma or equivalent.

**Experience:**

- Paid or volunteer experience in a public or private child care and development program or other experience working with pre-school aged children.

**Knowledge, Skills and Abilities:**

- Knowledge of general growth, behavior patterns and temperamental characteristics of young children.
- Knowledge of age appropriate activities involving sports, games, and arts and crafts.
- Ability to prepare and present information in both English and Spanish (or alternative language as specified on vacancy notice).
- Ability to schedule a number of activities.

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- Ability to gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment.
- Ability to work with others under a variety of circumstances.
- Ability to analyze data utilizing defines but different processes; and operate equipment using various methods of operation.
- Ability to work with a diversity of individuals and/or groups.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to plan activities that will enhance the cognitive, social-emotional and physical development of young children.
- Ability to maintain an orderly classroom through redirection and positive discipline.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships.
- Ability to relate to children in a positive, authentic manner.
- Ability to relate to adults from varying socio-economic and cultural backgrounds.
- Ability to perform a variety of general office and classroom assistance duties.

### **Required Testing:**

- Oral and written translation in Spanish (or alternative language as specified on vacancy notice).

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an Associate Teacher Permit (or higher) issued by the California Commission on Teacher Credentialing.
- Must currently have or must obtain Pediatric CPR/First Aid/Health and Safety Training certification within 90 days of employment.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with students, staff and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

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- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

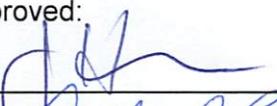
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 23.0

Reviewed and Approved:

Supervisor: 

Date: 1/7/25

Human Resources: 

Date: 1/6/25