

JOB DESCRIPTION
January 2025

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

BILINGUAL TEACHER ASSISTANT - EARLY CHILDHOOD EDUCATION

General Purpose:

The Bilingual Teacher Assistant - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). A Bilingual Teacher Assistant - Early Childhood Education assists the teaching staff with the planning and presentation of an age and developmentally appropriate curriculum. This is a categorically funded program under 1294.5 of the Education Code and the position is subject to continued funding each year by the California Department of Education.

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 Teacher Assistant - Early Childhood Education.
- Assists, under close, ongoing supervision, with the planning and presentation of appropriate activities for the purpose of supporting the supervisor both in the classroom and on the playground.
- Assists staff in communicating with parents and assists parents in completing paperwork.
- Assists in the classroom for the purpose of the preparation of meals and snacks.
- Assists in maintaining a clean, safe and healthy environment for the children.
- Maintains required forms for the purpose of ensuring accurate records as instructed.
- Prepares instructional materials for the purpose of presenting to the class according to the planned activities.
- Works with team members and volunteers for the purpose of assisting them in their duties and maintaining appropriate records.
- Assists with written child observations and child assessments as instructed.

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.

BILINGUAL TEACHER ASSISTANT - EARLY CHILDHOOD EDUCATION/PAGE 2

Knowledge, Skills and Abilities:

- Knowledge required to perform basic math; read and interpret instructions; and understand written and oral instructions.
- Knowledge of general growth and behavior patterns 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 work with a diversity of individuals.
- Ability to work with data of similar types and/or purpose and utilize job related equipment.
- Ability to problem solve and analyze issues, create plans of action and reach solutions.
- 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 all 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 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 climbing and balancing, 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.

BILINGUAL TEACHER ASSISTANT - EARLY CHILDHOOD EDUCATION/PAGE 3

- 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.
- 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: 22.0

Reviewed and Approved:

Supervisor: Jth

Date: 10/7/25

Human Resources: Collen Shattoy

Date: 10/7/25