

JOB DESCRIPTION  
March 2016

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

## **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.

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### **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.

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- 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:** 19.0

Reviewed and Approved:

Supervisor: 

Date: 3/3/2016

Human Resources: 

Date: 3/3/16