

JOB DESCRIPTION
November 2009

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

BILINGUAL TEACHER ASSISTANT I & II - ALTERNATIVE EDUCATION

General Purpose:

A Bilingual Teacher Assistant I & II - Alternative Education is responsible to the County Superintendent and works under the direct supervision of the designated manager. Provides support to assist alternative education certificated staff with instructing and assisting juveniles in the Juvenile Justice System.

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

- Provides individual assistance with work assignments in students' primary language.
- Translates verbal and written communications(s) (e.g., class notes, letters, tests, lessons, etc.) for the purpose of assisting students, teachers, parents and other principals as required in communicating.
- Assists with the guidance of students' classroom activities.
- Checks students' progress.
- Prepares instructional materials and assists staff with the development of lesson plans, including those addressing English learning.
- Administers and corrects tests.
- Assists with the evaluation of student performance and development.
- Observes student behavior to identify potential problems.
- Maintains classroom discipline and security.
- Prepares, issues and collects classroom supplies and materials.
- Assists with maintaining classrooms and other areas in a neat and orderly condition.
- Performs a variety of general office assistance work.
- Receives and inventories materials, supplies and equipment.

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.
- Must have access to reliable transportation for travel to school sites throughout the county.

Education:

- High School diploma or equivalent.

Experience:

Teacher Assistant I - Alternative Education

- Paid or volunteer experience with students with special behavioral problems.

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Teacher Assistant II - Alternative Education

- One year of work experience comparable to that of a Teacher Assistant I – Alternative Education with PCOE and completion of 24 semester units of childhood development or closely related courses. Up to six units of extracurricular courses sponsored by PCOE may be substituted for six of the 24 units.

Or

- Three years of work experience comparable to that of a Teacher Assistant I – Alternative Education with PCOE and completion of 12 semester units of childhood development or closely related courses. Up to three units of extracurricular courses sponsored by PCOE may be substituted for three of the required 12 units.

Or

- Five years of work experience comparable to that of a Teacher Assistant I - Alternative Education with PCOE.

Knowledge, Skills, and Abilities:

Teacher Assistant I - Alternative Education

- Knowledge of basic patterns and problems of juveniles in the Juvenile Justice System.
- Knowledge of needs and behaviors of students with various racial, ethnic, and cultural backgrounds.
- Knowledge of general first aid.
- Knowledge of materials and equipment used in teaching.
- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Knowledge of mathematics.
- Ability to gain the confidence of juveniles assigned to Special Juvenile Justice Program.
- Ability to maintain a sympathetic understanding of the problems of children in Special Juvenile Justice programs.
- Ability to perform a variety of typing and general office assistance duties.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain cooperative working relationships.
- Ability to use office equipment including computer terminals, telephones, calculators, copier and facsimile.
- Ability to translate verbal and written communication(s) (e.g., class notes, letters, tests, lessons, etc.) for the purpose of assistant students, teachers, parents and other principles as required in communicating.

Teacher Assistant II - Alternative Education

In addition to the above:

- Comprehensive knowledge of the specific behavior patterns, problems and needs of students in classes to which assigned.
- Knowledge of effective instructional methods and techniques specifically applicable to students in programs to which assigned.
- Ability to effectively apply specialized training, education, and work experience in working with the problems and needs of student in Special Juvenile Justice Programs.
- Ability to work independently with guidance.

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Required Testing:

- Pass proficiency exam meeting the requirements of No Child Left Behind. (requirement waived if individual has an AA degree, has 48 college units or has passed the CBEST).
- Oral and written translation in required language.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

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

Physical Requirements:

- Facility to sit for extended periods of time at a desk, conference table, or in meeting rooms.
- Facility to frequently stand and walk, bend, stoop, and reach overhead.
- Facility to lift and move 25 pounds.
- Facility to see and read a computer screen and printed matter with or without visual aids.
- Facility for verbal communications including the ability to speak and hear at normal room levels.
- Facility to drive an automobile.


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

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Teacher Assistant I: 19.0
Teacher Assistant II: 21.0

Reviewed and Approved:

Supervisor: 

Date: 11/19/09

Human Resources: 

Date: 12/1/09