

Monterey County Office of Education

Assistant Teacher

Classification: Classified

Salary Level: 31.5

Work Year:

Definition:

Under the supervision of the Site Supervisor and guidance of the Preschool Lead Teacher, Teacher, or Master Teacher, the Assistant Teacher, works as a member of a teaching team to promote active learning by planning and implementing developmentally appropriate experiences and by creating an environment in which birth through five year old children can experiment, make choices, solve problems and share their experiences with others; assists in maintaining a clean, safe, and orderly physical environment.

Supervisor:

Site Supervisor or
Senior Director or ECE Program Director

Positions Supervised:

None

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Major Duties and Responsibilities:

The following is a list of duties that is representative of the position that includes but is not limited to:

- Assists with daily classroom activities
- Provides activities and experiences designed for all areas of a child's development; physical, emotional, social and cognitive, through an integrated approach
- Assists in preparing the environment for the children to learn through active exploration and interaction with adults, other children, and materials; assists with organizing room displays, bulletin boards and interest areas appropriate to the students' goals
- Extends children's learning by asking open-ended questions and/or making suggestions that stimulate children's thinking
- Responds quickly and directly to children's needs, desires and verbal and non-verbal messages adapting the response to the children's differing styles and abilities
- Facilitates the development of self-esteem by expressing respect, acceptance, and comfort for children

- Assists children with toilet training, including changing diapers
- Assists in providing snacks and meals as mandated by student educational program
- Meets with teaching team and attends program related meetings, trainings, conferences, and parent conferences
- Communicates when appropriate with parents and shares child development knowledge, insights and resources as part of regular communication and conferences with family members under supervision of the Site Supervisor and/or guidance of the teacher
- Completes forms, logs and paperwork required including but not limited to daily health and safety related activities
- Participates physically with students in activities as needed
- Assists in maintaining a clean, safe and healthy environment
- Supervises students as directed
- Complies with the Monterey County Office of Education Board Policies, Superintendent Policies, and Administrative Regulations, State of California Health and Welfare codes including Title 22 and Title 5, Early Learning Policies and Procedures, Early Learning Program Performance Standards and other applicable state and federal regulations

Other Duties:

Performs other job-related duties as required

Physical and Mental Characteristics:

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position
- Manual dexterity sufficient to write, use telephone, and operate center equipment, and drive an automobile
- Vision sufficient to read printed materials and to see at a distance
- Hearing sufficient to conduct in person conversations with children and adults and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, and run
- Physical mobility sufficient to move rapidly about the work environment on varied indoor and outdoor surfaces, to drive an automobile, and to respond to emergency situations
- Physical strength sufficient to lift 45 pounds and 100 pounds with assistance
- Physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time, to stand and walk for prolonged periods of time and the agility to climb stairs
- Physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions

Required Qualifications:

Education and Experience:

- Possession of a high school diploma, or its equivalent
- Eligible for a valid Child Development Assistant Permit from the State of California Commission on Teacher Credentialing
- Completion with a grade C or better of at least six (6) semester units of college coursework in early

childhood education or child development from the following core areas:

- Child/human growth and development;
- Child, family and community, or child and family relations;
- Early Childhood Education curriculum

Knowledge of:

- Basic English, spelling, grammar, and punctuation
- Standard arithmetic
- Operating manual and automated office equipment, including a personal computer
- Basic computer skills sufficient to maintain records and reports
- Universal health precautions
- Strong Spanish verbal communication skills
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds

Skills and Abilities:

- Establish and maintain cooperative relationships with those contacted within the course of work
- Communicate effectively in the English and Spanish languages, both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with birth – five-year-old children and their families
- Physically participate in activities outside the classroom such as: vocational training, mainstreaming, recreational activities and field trips
- Handle information in a discreet and confidential manner
- Ability to prepare and maintain accurate records
- Analyze situations accurately and adopt an effective course of action
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Exercise reasonable judgment in unusual circumstances
- Understand and carry out oral and written directions
- Function effectively within a team setting
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs
- Function effectively in a multicultural setting

Licenses and Certifications:

- Possession of an appropriate, valid California Driver’s License, and evidence of insurability
- CPR Certification appropriate for the age level of assignment within six (6) months of employment
- Passing score on the MCOE Spanish Language Competency Test

Desirable Qualifications:

- Experience with supervising preschool activities and instruction
- Experience working with special needs children

Available Stipends:

- Early Learning Program (Head Start) employees shall be required to participate in a generalized overview training in the administration of emergency medication as required by State and Federal Regulations. Assistant Teachers in the Early Learning Program (Head Start) shall be entitled to a

stipend of \$100 to perform administration of medication for each month the service is rendered to a student.

Approved 3.15.18

Revised 5/20/19

Revised 6-20-19, Revised 7-1-21, Revised 8-27-24