Santa Barbara County Education Office
Susan C. Salcido, Superintendent

*Certificated*

JOB DESCRIPTION

# EARLY CARE AND EDUCATION ASSISTANT TEACHER

**Basic function**

Assist Associate Teacher and/or Site Supervisor Lead Teacher in implementing a full-day, full-year early care and education instructional program for children. Provide direct care, support, and learning instruction for enrolled children under the direction of the Associate Teacher and/or Site Supervisor.

**Supervision**

Directly responsible to the program Administrator, and/or Coordinator, Early Care and Education.

**Representative duties**

- Assist Associate Teacher and/or Site Supervisor with implementing a developmentally appropriate early care and education program to meet the cognitive, physical, social emotional, creative, and educational needs of students.
- Assist with implementing developmentally appropriate curriculum and learning activities based on student need, interest, and ability; organize and prepare materials and activities.
- Assist with providing large and small group and individually planned learning activities, including stories, arts and crafts, play, games, and other developmentally appropriate experiences.
- Assist with maintaining order and a positive learning environment through appropriate positive behavior intervention and guidance.
- Provide individual and special attention to children and respond appropriately to their individual needs, characteristics, and developmental levels.
- Assist Associate Teacher and/or Site Supervisor in preparing developmental profiles and maintaining current student portfolio and classroom records.
- Assist with providing parents with information regarding nutrition, hygiene, parenting skills, child development, and developmentally appropriate learning activities, as directed.
- Communicate daily with parents regarding their child's experiences and encourage parents to take an active role in their child's education, growth, and development.
- Assist with providing support and guidance to parent volunteers and student parents, as assigned.
- Assist children with personal hygiene needs, including diapering, sanitation, oral hygiene, and teeth brushing, as appropriate.
- Assist with feeding children and following individual feeding, sleeping, and toilet training plans and classroom procedures, as applicable.
- Report illness, injury, distress, or unusual behavior to the Associate Teacher, Site Supervisor, or appropriate staff member and assist with the situation as directed.
- Assist Associate Teacher and/or Site Supervisor in maintaining safe, orderly, sanitary, and appropriate indoor and outdoor learning environments in accordance with community care licensing and Title 5 regulations.
- Assist with cleaning and disinfecting cribs, furniture, toys, equipment, and other classroom surfaces and maintaining an aesthetically pleasing, clean, organized, and safe classroom environment.

# EARLY CARE AND EDUCATION ASSISTANT TEACHER

- Assist with activities supporting the operation of the childcare and adult food program, including preparing and serving food and maintaining sanitary food service areas in accordance with Child Care Food Program requirements and program procedures.
- Follow all safe sleep regulations and procedures, including physical checks of sleeping infants every 15 minutes, and complete required documentation as directed. Understand and comply with napping policies and procedures for preschool-age children.
- Assist Associate Teacher and/or Site Supervisor with reviewing required child health and immunization information, maintaining required child and classroom documentation, and notifying appropriate staff or parents of outstanding requirements, as directed.
- Assist with communicating with families regarding their approved/certified days and hours of care and refer requests for changes in service level to the appropriate staff member.
- Assist the enrollment team and Associate Teacher and/or Site Supervisor with collecting required documentation for family recertification, as assigned.
- Assist Associate Teacher and/or Site Supervisor with parent orientation, parent participation, family engagement activities, and identifying and communicating child and family needs to the appropriate staff member.
- Participate in regular site staff meetings and attend ECE program staff meetings, in-service trainings, workshops, and early care and education functions as required.
- Assist with community and preschool educational events and activities that support communication and articulation between the preschool program and elementary school staff, as directed.
- Follow the objectives of ECE program policies, including, but not limited to, caring for classroom pets and gardening to maintain the outdoor classroom.
- Perform other duties as assigned.

**Qualifications**
Possession of or eligibility to obtain a valid California Child Development Assistant Permit. Experience and/or training appropriate to fulfill requirements of the position. Infant/toddler/preschool training and experience preferred.

**Licenses and certificates**
Possession of a valid California Driver's License if required by the duties of the assignment.

**Physical requirements**
Ability to move quickly, bend, squat, kneel, and sit on the floor. Ability to lift and carry moderate weight (up to 40 lbs.), depending on the task assigned.

**Working conditions**
Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist.