



County of Contra Costa  
**Teacher Assistant Trainee - Project**

<b>CLASS CODE</b>	CJK1	<b>SALARY</b>	\$19.22 - \$21.19 Hourly \$3,332.10 - \$3,673.64 Monthly \$39,985.20 - \$44,083.68 Annually
<b>BARGAINING UNIT</b>	Local 1 - Family and Children's Services Unit		

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**Definition**

**Bargaining Unit: Local 1 - Family and Children's Services Unit**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.*

Under close supervision, of a Teacher-Project or an Associate Teacher-Project, assists in conducting planned classroom activities for Infant/Toddler and pre-school children enrolled in the Community Services programs; and performs related work as required.

**Distinguishing Characteristics**

The Teacher Assistant Trainee-Project is assigned to the Community Services Bureau, which administers an educational program designed to promote the social, emotional, cognitive, creative and linguistic development of young children.

The Teacher Assistant Trainee-Project is authorized to care for and assist in the development and instruction of children in a childcare and development program under the supervision of a Teacher-Project, Associate Teacher-Project, Site Supervisor-Project, or Assistant Director-Project.

Positions in this class are exempt from the classified service and work in Federally and/or State funded project positions administered by Contra Costa County.

This is a temporary classification.

**Minimum Qualifications**

**Education:** Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate.

**Continuing Education:** Eligibility for promotion to the classification of Associate Teacher - Project requires completion of 12 Early Childhood Education units with a passing grade of C or above. Nine (9) of these units must be in the core classes required under the State Permit Matrix.

**Other Requirements:** As required by law, all appointees to this class must successfully pass a physical examination and fingerprint and tuberculosis clearances.

**Physical Requirements:** Lift up to 50 lbs. intermittently, able to bend, stoop, and sit in small chairs and on floors regularly. Able to move quickly to keep pace with young children.

**Other Requirements:** As required by law, all appointees to this class must successfully pass a physical examination and fingerprint and tuberculosis clearances.

### **Knowledge, Skills, and Abilities**

#### **Knowledge of:**

- Diverse cultures, values and traditions
- Professionalism in the Early Childhood Education environment
- Basic computer software programs including Microsoft Office

#### **Ability to:**

- Organize and maintain records
- Communicate effectively both orally and in writing
- Work in a team
- Provide active visual supervision to children
- Understand and carry out oral and written directions
- To work a minimum of 32 hours per week

### **Typical Tasks**

- Assists in planning and implementing the instructional program to Infant/Toddler and pre-school children
- Assists in maintaining the safety, cleanliness and attractiveness of the learning environment, including, but not limited to, sweeping, mopping, cleaning and sanitizing tables and sinks, and organizing the children's environment
- Assists children and teachers in transitions at rest time, during meals, and other activities
- Assists children with toileting and diapering
- Nurtures the children and families to reach full potential
- Models appropriate behavior for the children and families
- Assists the children in solving their own problems and developing self-discipline; follows appropriate behavior management techniques and policy
- Reports observations of unusual or challenging behaviors to the teachers and relates positive behaviors to parents
- Facilitates open and effective, professional oral and written communication with families, staff, and children;
- Follows procedures for making verbal and written reports of suspected child abuse to Children's Protective Services and to others as required
- Reports unusual incidents to supervisor as required
- Complies with standards of conduct as required by Federal, State and County regulations
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program

### **Spec History**

**Established:** January 2001

**Re-title:** April 2008 (GSR) Removed all designates of FAC

**Revised:** November 2019