



**Job Description**  
**EHS CLASSROOM ASSISTANT – BILINGUAL**

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<b>Exempt:</b> No	<b>SALARY LEVEL:</b> Refer to current salary chart
<b>SUPERVISOR:</b> Center Director/PCG	<b>LOCATION:</b> Assigned Center
<b>HOURS:</b> Monday-Friday; assigned hours vary; 12 months/year	
<b>Policy Council Approval Date:</b> 6/29/2017	<b>Approved By:</b> HR Manager

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**SUMMARY OF THE POSITION:**

With supervision, assist teaching staff in planning and implementing routines for infants and toddlers; assist with food service in the center; assist in communication with non-English speaking families; as guided by Head Start Performance Standards, Service Area Written Plans, Procedures, and Policies and California State Community Care Licensing regulations. Carry out responsibilities in accordance with the Agency's policies and applicable federal and state laws.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- With direction, implement meal service and clean-up for Early Head Start classes
- Follow instructions for finishing, holding and storing foods to assure optimal safety and quality of meals at the center
- Assist primary caregivers in implementing routines for infants and toddlers; assist in diapering routines
- Assist with special and on-going projects relevant to classroom activities
- Assist in communications with non-English speaking families, including but not limited to, classroom activities and home visits
- Has meaningful, respectful conversations with children throughout each day
- Encourages language development in children in primary and secondary language
- Serve as a classroom substitute on an emergency basis and cover breaks for other staff as needed
- Promote good health and nutrition and provide an environment that contributes to the prevention of illness; share in daily cleaning and sanitizing procedures
- Follow regular cleaning schedule of food service equipment and area to maintain clean, safe and sanitary area, as approved by the Food Service Supervisor and/or Nutrition Manager
- Ensures food service supplies are ordered in a timely manner
- Maintains warm, friendly and professional working relationships with children, parents and coworkers
- Assist in the maintenance of appropriate records for food service activities
- Ensure confidentiality of client information and records
- Assists in the screenings and observations of children
- Assume specific assignments, as required by supervisor
- Participate in trainings and meetings, as required
- Participate in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort
- The health, safety and supervision of children in the program is essential, therefore every employee is responsible for the care and supervision of children while they are present at the center
- Other relevant duties as assigned

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION:**

- a. 12 units of Early Childhood Education (ECE) or Early Childhood Development (ECD) in the general areas of child/human growth and development; child, family and community and program curriculum, **OR**
- b. A California Children's Center Permit/Child Development Associate Teacher Permit, **OR** \_\_\_\_\_
- c. Six units of ECE or ECD including courses in the areas of child/human growth and development child,

family and community and program curriculum, and the willingness to complete the 12 basic units in ECE.

**In addition to A, B, or C:**

- Six months teaching experience in an infant/toddler/pre-school classroom
- Bilingual, Spanish/English required
- High School diploma or GED or equivalent
- 1.5 infant/toddler units
- Valid California Driver's License and a properly insured vehicle for use on the job
- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, must be up to date on immunizations and have a current (within one year) TB clearance and Health Screening Report.
- Willingness to complete Pediatric First Aid, CPR and Health and Safety Course

**KNOWLEDGE AND SKILLS:**

- Working knowledge of the principles and practices of child development
- Understanding of the principles of bilingual and multicultural education
- Basic personal computer skills with word processing and email experience
- Basic oral and written communication skills
- Knowledge of and sensitivity to culturally diverse groups and persons from low-income families
- Basic skills in reading, analyzing, and interpreting procedures and governmental regulations
- Basic ability to write reports and correspondence. Basic ability to effectively present information and respond to questions from parents, children and staff
- Basic ability to add, subtract, multiply & divide in all units of measure using whole numbers, common fractions & decimals
- Basic ability to solve practical problems and deal with a variety of situations with good judgment
- Basic ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**PERSONAL CHARACTERISTICS**

- Highly dependable, takes initiative, has good judgment and is able to function with minimal supervision
- A sincere interest in the development of all children and in building partnerships with families

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to sit at a desk and sometimes use a computer. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives, approximately 5% of the time, to meetings, trainings, and home visits as scheduled throughout the year. The employee spends approximately 5% of the time writing and/or keyboarding.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee works in outside weather conditions a minimum of 45 minutes a day. The noise level in the work environment is usually moderate and sometimes noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_