

JOB DESCRIPTION
October 2017

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

BILINGUAL MASTER TEACHER - EARLY CHILDHOOD EDUCATION

General Purpose:

The Bilingual Master Teacher - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). A Bilingual Master Teacher - Early Childhood Education assists the Site Supervisor and other teaching staff with the planning and implementation of age and developmentally appropriate curriculum. This is a categorically funded program under 1294.5 of the Education Code and the position is subject to continued funding each year by the California Department of Education (CDE).

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

- Demonstrates proficiency in English and Spanish (or alternative language as specified on vacancy notice) in carrying out all essential functions and responsibilities of a Bilingual Master Teacher - Early Childhood Education.
- Assists children for the purpose of providing case management according to governmental and agency policy.
- Implements the on-going program of activities for the purpose of contributing to the care, growth and development of the children ages 0-12.
- Maintains children's files to ensure compliance with CDE Funding Terms and Conditions.
- Plans in-services for the purpose of implementing staff and parent meetings.
- Makes purchases, performs recordkeeping and collects data.
- Supervises children and evaluates environments for the purpose of conformance with governmental and agency standards of health, safety, cleanliness, and educational standards.
- Completes assessments of all children; plans and implements curriculum; and develops lesson plans.
- Assists in supporting Family Child Care Home Education Network.

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.

Education:

- A Bachelor's degree in a job related field is preferred.

Experience:

- Paid or volunteer experience in a public or private child care and development program or other experience working with pre-school aged children.

Knowledge, Skills and Abilities:

- Knowledge to perform algebra and/or geometry.
- Knowledge to read technical information.
- Knowledge to compose a variety of documents.
- Knowledge to facilitate group discussions.
- Knowledge to solve practical problems.
- Knowledge of theory and practice of Early Childhood Development, including observation techniques.
- Knowledge of the requirements of age and developmentally appropriate curricula.
- Knowledge of temperamental characteristics of young children.
- Knowledge of child nutrition.
- Knowledge of the components of anti-bias curricula.
- Knowledge of childhood illnesses.
- Knowledge of administrative and supervision techniques.
- Ability to prepare and present information in both English and Spanish (or alternative language as specified on vacancy notice).
- Ability to schedule a number of activities.
- Ability to gather, collate and/or classify data.
- Ability to coordinate a number of factors in the use of equipment.
- Ability to work with others under a variety of circumstances.
- Ability to analyze data utilizing defines but different processes.
- Ability to operate equipment using various methods of operation.
- Ability to work with a diversity of individuals and/or groups.
- Ability to work with data of different types and/or purposes.
- Ability to use a variety of job related equipment.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to plan and implement appropriate individualized early childhood curriculum.
- Ability to supervise a staff of varying educational and experiential background.
- Ability to be sensitive to the individual and group needs of children and their parents.
- Ability to organize, maintain and report data.

Required Testing:

- Oral and written translation in Spanish (or alternative language as specified on vacancy notice).

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a Master Teacher Permit issued by the California Commission on Teacher Credentialing.
- Must currently have or must obtain Pediatric CPR/First Aid/Health and Safety Training certification within 90 days of employment.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

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Work Environment:

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

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or feeling, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

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

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Based upon education and experience

Reviewed and Approved:

Supervisor: Cathy M. Edwards

Date: 10/5/17

Human Resources: W. J. [Signature]

Date: 10/4/17