



Job Description

Equal Employment Opportunity

TEACHER ON SPECIAL ASSIGNMENT – EARLY CHILDHOOD EDUCATION

DEPARTMENT/PROGRAM: Early Childhood Education	CLASSIFICATION: Certificated Non-Management
DIVISION: Educational Services	SALARY SCHEDULE: Early Childhood Education Certificated
REPORTS TO: Assigned Supervisor	SALARY RANGE: 37
APPROVAL DATE: 07/22/2025	WORK YEAR: 12 Months
REVISION DATE:	FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the assigned supervisor, the Teacher on Special Assignment carries out goals, policies, and activities that coach, train, and support implementation of Early Childhood Education services. The incumbent(s) in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Participate in the development, coaching and/or instructional support of the integrated education and early childhood development plan for the county office.
- Make regular visits to observe, coach and/or train staff that carry out infant, toddler, and child development plans and activities to ensure services are provided in accordance with the plan.
- Ensuring learning environments both indoors and out are clean, healthy, well-organized and have sufficient developmentally and culturally appropriate materials and planned activities to support achievement of goals and objectives.
- Monitors the safety and supervision of children in the program at all times (e.g. visual supervision of children at all times at assigned sites, following general safety rules, practice of head counts and classroom arrangement, etc.) to ensure a safe environment for children, and to ensure no child is left alone or unsupervised.
- Monitors general safety rules, general maintenance of equipment and general knowledge of classroom management.
- Conduct on-going monitoring, coaching and/or support to assure each enrolled infant, toddler and child receives required services that have been designated.

- Assure that on-going assessments of each child's growth and development in language, literacy, math, and/or social emotional skills are observed and utilized to record achievement of Desired Results and Outcomes; and that individual learning plans (ILP) are created for each child and updated on a regular basis.
- Participates in meetings, workshops and trainings to provide assistance to support the development of classroom quality improvement.
- Ensure compliance with Title 22 requirements, and with pertinent legislation, regulations, and laws.
- Effectively coach and monitor implementation of California Preschool Foundations, Curriculum Framework, Desired Result Developmental Profile, Primary and Second Language Instruction, Creative Curriculum, and Effective Best Teaching Practices tied to the California Standards for the Teaching Profession.
- Comply with County Office of Education Policies and Administrative Regulations, Head Start Performance Standards, and all applicable laws and regulations.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Child growth and development
- Developmentally Appropriate Practice
- Principles, philosophy, and practices of Child Development.
- High quality infant, toddler, and preschool child care and education
- California State Child Care Licensing Regulations
- California Preschool Learning Foundations
- English Language Development (if providing support in this area)
- Peer Coaching Skills, Strategies and Tools
- RIE principles and philosophy desirable (if providing support in this area)
- Anatomy and physiology of speech and hearing mechanisms and disorders
- Best practices regarding assessment and intervention of communication disorders
- English usage, grammar, punctuation, and spelling

Skills and Abilities to:

- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs
- Use collaborative learning and coaching skills to support teachers in the classroom
- Evaluate and organize work according to specific deliverables
- Analyze situations accurately and adopt an effective course of action
- Meet timelines and schedules
- Operate standard office equipment including using pertinent software applications
- Prepare and maintain detailed records accurately and in a timely manner

JOB QUALIFICATIONS / REQUIREMENTS:**EDUCATION AND EXPERIENCE:**

Associate's degree in Early Childhood Education or related field and three (3) units in Infant/Toddler Development. Minimum of one (1) year experience in an Infant/Toddler program and one (1) year in a Preschool program.

EQUIVALENCY:

Not applicable.

LICENSE/CERTIFICATIONS:

- Valid, current California Driver's License
- Evidence of Insurability
- Valid Child Development Teacher Permit issued by CCTC; Site Supervisor Permit desirable.
- Possess Pediatric First Aid and CPR certificate, or obtain within 90 days of employment

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals
- Pre-placement Physical exam
- MMR, TDAP, Annual Influenza (or waiver) vaccination
- Travel from site to site within the county

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Job is performed in an indoor classroom/office environment under conditions with exposure to risk of injury and/or illness
- Significant dexterity of hands and fingers to operate a computer and perform essential job functions
- Some climbing and balancing, lifting, carrying, pushing, and/or pulling
- Frequent stooping, kneeling, crouching, and/or crawling
- Moderate amounts of sitting, walking and standing
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions and view information on computer screens