Position: Child Development Center Teacher

Department/Site: Academic Affairs

Reports to: Director, dean, or other administrator in assigned area

Position Number:

FLSA: Non-Exempt – (Classified CSEA)

Salary Range: 34

DESCRIPTION:

Under general direction of administrator, provide a variety of developmentally appropriate, safe, and healthy activities for pre-school children in program; participate in creating and implementing the preschool/infant curriculum; develop lesson plans and learning activities; communicate with parents of the pre-school children on a regular basis; make routine decisions within the established policies and procedures of the department.

DISTINGUISHING CHARACTERISTICS:

This position is the lead instructor in a pre-school classroom who operates with limited supervision. The position must model best practices to Early Childhood Education students, for whom this pre-school classroom is their laboratory as they study to become practitioners in the field.

REPRESENTATIVE DUTIES:

- Plan, oversee, and implement daily preschool or infant/toddler instructional activities according to established policies, licensing regulations, and philosophy of the school.

- Participate in and implement any required continuous improvement, program and/or student assessment, or quality control systems or programs mandated by the district, local, state, or national authorities.

- Plan, develop, and implement developmentally appropriate lesson plans based on the individual needs of the children within the group. Provide an enriched learning environment conducive to the development of each child.

- Provide for a safe and healthy environment for children; identify and correct safety hazards; report faulty or malfunctioning equipment; provide first aid and cardiopulmonary resuscitation to ill and injured children; clean and sanitize classroom and play area equipment.

- Assist Early Childhood Education students in implementing activities for children in a laboratory environment as part of their instructional program; provide input to student progress as directed.
• Train and provide work direction to Early Childhood Education students, work-study students, playground assistants, parent volunteers, and others as assigned; provide a positive role model at all times; explain the preschool and infant toddler program, rules, and regulations to visitors, parents, and others.

• Plan, implement, and revise a broad range of age- and developmentally-appropriate daily activities in the classroom and on the playground.

• Maintain accurate attendance records; prepare records and reports related to assigned activities as directed.

• Participate in physical care of preschool and infant/toddler children; oversee and participate in the preparation and serving of breakfast, lunch, and snacks; assist children as necessary.

• Conduct parent conferences and parent education sessions and prepare written assessments of the developmental progress of assigned children as specified by the District program and/or controlling state or local agencies.

• Attend staff development activities, workshops, and conferences; conduct special training and share information with co-workers.

• Assist in maintaining and controlling inventory of instructional supplies; order supplies according to established procedures.

• Perform custodial duties as are immediately required to maintain a physical environment that conforms to applicable standards of health and safety, and request custodial and maintenance assistance for non-emergency custodial and maintenance issues.

• Oversee the safe operation of the Center independently in case of absences or emergencies.

• Communicate effectively both orally and in writing to students, co-workers, parents, and others; establish and maintain effective working relationships with others using interpersonal skills including tact, patience, and courtesy; take initiative and work independently with general supervision.

• Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

• Current concepts utilized in early childhood and parent education.
• Principles and theories of child growth and development.
• Basic child development and psychology.
• State Department of Social Services licensing requirements.
• State and local requirements of accountability and assessment, such as the Desired Results Program of the state department of education.

March 2015
Human Resources & Equal Employment Opportunity
Basic methods used in child care.
Health, safety and nutritional requirements of preschool children.
Oral and written communication skills.
Infant and child CPR techniques.
Basic pediatric first aid.
Interpersonal skills using tact, patience and courtesy.

SKILL TO:

- Work effectively with children and parents of a wide variety of ages and differing ethnic and socioeconomic backgrounds.
- Plan, organize and direct activities for preschool children.
- Assist in the implementation of a program of activities that contributes to the care, growth and development of children and enhances their growth, development and safety.
- Assist in the direction of college student participation in preschool activities.
- Serve as a role model for college students and parents of preschool age children regarding the education and care for children.

ABILITY TO:

- Interpret and apply department and college rules and policies and instructional techniques.
- Assist in the operation of a child development center for children.
- Perform clerical work and operate office and audio-visual equipment.
- Assist with providing a quality child care program.
- Understand and follow oral and written instructions.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

A bachelor’s degree in early childhood education, education, psychology, or other related degree, and at least two years of experience working with children in an education setting, OR an associate’s degree with at least twenty-four units in early childhood education and a teaching credential and four years of experience in a child care program, OR any other combination of education, experience and training that would indicate possession of the required knowledge, skills, and abilities listed herein.

LICENSES AND OTHER REQUIREMENTS:

Children's Center Site Supervisor Permit
Appropriate First Aid and CPR certificates

PHYSICAL EFFORT/ WORK ENVIRONMENT:

Children’s center environment; outdoor play area with climbing structures, sand, and riding toys; lifting children and moderately heavy objects; bending at the waist, kneeling or crouching; crawling; standing for extended periods of time.