

Position:	Teacher	Position Control:	
Department:	Children's Center	Position Class:	
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Director, Children's Center	Salary Range:	12
Educ. Admin.:	Vice President of Instruction	Hours per week:	40
Date Established:	March 2017	Months per year:	12
		FLSA Exemption:	Non-Exempt

**DEFINITION**

Under general supervision, provides service in the care, development and instruction of children in a child care and development program and may provide direction to Assistant and/or Associate Teachers. Plans curriculum for the classroom and directs activities in the classroom and on the playground. Provide direct supervision of children while providing caring, age appropriate learning activities in a healthy and safe environment. Performs other related duties as assigned.

**CLASS CHARACTERISTICS**

Employees in this class provide classroom supervision and planning of curriculum and activities at the Children's Center. They may provide direction to Assistant and/or Associate Teachers in the classroom. They are responsible for enforcing health and safety for children and for the assessment of children and the keeping of their records.

**REPRESENTATIVE DUTIES**

*The following duties are typical of those performed by employees in this class, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

- Provide instruction and care for children 0-6 years of age.
- Provide direct supervision of children at all times.
- Coordinate, supervise and participate in children's play activities; enforce safety rules.
- Complete accurate and timely assessment records, anecdotal write-ups and various reports on the children as required by collecting the appropriate data and recording appropriate observation and supportive evidence.
- Observe, record and report on each child's behavior and development.
- Conduct parent conferences.
- Design and implement curriculum and lesson plans based on state content and performance standards.
- Assist and model appropriate behavior and teaching techniques for and works effectively with Assistant and Associate Teachers, ECE practicum students, high school students and volunteers.
- Arrange for appropriate materials and supplies for classroom and playground activities. Ensure a caring and safe learning environment.
- Assist children with self-care activities.
- Maintain an orderly environment.

## **REPRESENTATIVE DUTIES, continued**

- Assist individual children who experience difficulty in the group or temporarily lose their physical or emotional control.
- Responsible for classroom maintenance and supplies.
- Assist with meals and snack service; responsible for recording each meal service; serves as a role model for appropriate meal etiquette.
- Participate in preparing staff agendas for meetings.
- Prepare and develop curriculum and manipulatives to facilitate appropriate learning activities.
- Maintain confidentiality and security of student and classroom records.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

High school diploma or equivalent. 175 days working 3 or more hours/day within the last 4 years of verifiable professional childcare experience. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of children's center students.

Possession of a valid Child Development Teacher permit from the State of California Commission on Teacher Credentialing (CCTC).

A valid permit can be obtained by fulfilling one of the 3 options listed below:

**Option 1:** 24 Early Childhood Education (ECE)/Child Development (CD) units, including core courses (child/human growth & development; child/family/community or child and family relations; and program/curriculum), plus 16 general education units (one course in each of four general education categories, which meet graduation requirements: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts).

**Option 2:** Associates Degree or higher in ECE or related field with 3 semester units supervised field experience in ECE setting.

**Option 3:** CCTC approved training.

### **SPECIAL LICENSES/CERTIFICATIONS**

Possession of a current pediatric CPR and first aid certificate or ability to obtain one through an accredited or approved program within the first 6 months of employment.

### **DESIRABLE QUALIFICATIONS**

Bilingual: Spanish/English.

Experience working with young children and their families in a professional setting.

### **PERSONAL**

Ability and desire to work cordially and effectively with all children, staff and the public.

Evidence of emotional maturity and stability.

Ability to maintain an orderly environment.

Evidence of enough security and judgment to handle crisis situations; and sensitivity to children's individual needs.

Show initiative, poise, good judgment and tact.

Customer service oriented.  
Maintain confidentiality.  
Flexible in assuming other assignments as the need arises.

## **KNOWLEDGE OF**

Principles and practices of child development.  
Associate and assistant teacher job responsibilities.  
Age appropriate curriculum.  
Department of Education assessment and reporting requirements.  
Health and safety, supervision of infants and toddlers, confidentiality and educational and developmental needs of children guidelines as outlined in Title 5 and Title 22.  
Basic record keeping methods.  
Effective methods of working with the public.  
Effective written and oral skills.  
Basic research and evaluation methods.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Organizational and prioritization skills.  
Accurate recordkeeping techniques and guidelines.  
Interpersonal skills using tact, patience and courtesy.

## **ABILITY TO**

Interpret and apply applicable rules and regulations.  
Carry out oral and written direction.  
Learn appropriate and stay current with child development, departmental and college policies, procedures, rules, laws and regulations.  
Effectively handle day-to-day child care issues.  
Stay calm in managing emergency situations.  
Communicate effectively with children, staff and parents.  
Maintain appropriate, accurate records and anecdotal information on each child.  
Provide daily physical care of infants and toddlers.  
Understand that children develop differently and development requires appropriate stimulation and nurturing within the various developmental stages.  
Facilitate learning by supporting growth and individual development in children.  
Complete Department of Education child assessment and accountability reports in a timely manner.  
Meet schedules and timelines.  
Communicate effectively both orally and in writing.  
Be efficient and well organized.

## **HOURS AND TERMS OF EMPLOYMENT**

Assignments are typically 40 hours per week and 12 months per year. May require overtime hours to be worked which may include evening or weekend hours throughout the year. Work is generally performed indoors in a classroom setting or outdoors in an enclosed children's play area, but may involve traveling offsite for classroom fieldtrips and to workshops, training or meetings.

## **PHYSICAL REQUIREMENTS**

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1. Vision sufficient to read documents and computers.
2. Speech and hearing to clearly communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of classroom supplies and provide assistance for the children's daily needs.
4. Ability to lift and carry 50 pounds such as a child.
5. Ability to bend, reach and effectively move around to facilitate classroom and playground activities and provide appropriate assistance for the children's daily needs.

*Reasonable accommodations will be made for candidates with physical disabilities.*

### **ENVIRONMENT**

Community college campus serving a diverse student population and with an emphasis on student success. Work is primarily performed in an infant/toddler classroom serving students, staff and parents.

### **SUPERVISION FROM**

Direct supervision is received from the Director, Children's Center. Provides work direction to Assistant and Associate Teachers or other staff as assigned.

### **PAY RANGE**

Range 12 on the Classified Employees Salary Schedule/Non-Exempt.