



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
CHILD CARE MASTER TEACHER	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

**JOB DESCRIPTION:**

Under general supervision, serve as a model teacher to student teachers; provide developmental care and supervision to children enrolled in the Child Development Center; implement age appropriate curriculum for children; establish and maintain supportive relationships with children and parents; and perform related work as required.

**SCOPE:**

The Child Care Master Teacher provides guidance to student teachers, Child Care Assistants, and student assistants working in the Child Development Center; ensures consistent implementation of educational goals and program policies; and monitors children’s developmental and educational progress.

**DISTINGUISHING CHARACTERISTICS:**

The Child Care Master Teacher is distinguished from the Child Care Teacher by the minimum qualifications and responsibilities of training and evaluating student teachers.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Provides model teacher training to students enrolled in Early Childhood Education program; supervises their projects and interactions in the classroom.
2. Observes and evaluates student teachers (including videotaping student teachers at work).
3. Confers with other teachers on the planning and implementation of curriculum to ensure consistency of educational program.
4. Plans, adapts and schedules age appropriate curriculum involving various activities to stimulate children’s cognitive skills, abilities and development.
5. Provides continuous supervision to children enrolled in Child Development Center; ensures health and safety of children.
6. Records daily observations of children’s behavior and activities; monitors behavioral patterns and develops assessment and profiles.
7. Organizes parent conferences and events; oversees scheduling of parent/teacher conferences to discuss children’s development.
8. Monitors children for signs of child abuse and reports incidents of suspected abuse to appropriate authorities.
9. Purchases supplies and materials for classroom use.

10. Maintains current knowledge in the field of Early Childhood Development; attends training and professional conferences.
11. Supervises, trains and directs the work of student assistants and short-term, non-continuing personnel.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Implement a program based on sound principles of child development; interact positively with children and act as an appropriate adult role model; meet Title 5 and Title XXII regulations; enforce and apply all laws, rules and regulations; read, understand and interpret standard official legal documents; communicate effectively in English; apply concepts of integrated curriculum development in a non-biased manner; give and follow written and oral instructions; exercise judgment and discretion in analyzing and resolving problems; maintain accurate and detailed records; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Early childhood development and appropriate practices for infants, toddlers, and young children; nurturing, care giving and education of young children; concepts of integrated curriculum development and implementation; principles of observation and assessment of young children; solid foundation in other aspects of child development; principles of parent communication and support.

### **MINIMUM QUALIFICATIONS:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### *Education:*

Possession of, or eligibility for, Child Development Master Teachers' Permit. The minimum requirement is 24 units in Early Child Development/Child Development including core courses and 16 GE units and 6 specialization units and 2 adult supervision units.

#### *Experience:*

Also required are 350 days of 3+ hours per day within 4 years teaching young children. Teaching young children in a group setting preferred.

### **LICENSE OR CERTIFICATE:**

Child Development Master Teachers' Permit issued by the California Commission on Teacher Credentialing. Must possess proof of training and current certificates in CPR and First Aid.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases). Must pass fingerprint clearance test for all appropriate agencies (such as FBI, Department of Justice, and Child Abuse Index Services).