



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
CHILD CARE TEACHER	CLASSIFIED	GRADE: J MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

**JOB DESCRIPTION:**

Under general supervision, 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; act as lead worker to Child Care Associate Teachers; model appropriate child care practices for Child Development students; and perform related work as required.

**SCOPE:**

The Child Care Teacher implements accredited educational programs for children enrolled in Child Development Center; schedules activities and programs; directs the work of Child Care Associate Teachers and student assistants; and monitors children's developmental and educational progress.

**DISTINGUISHING CHARACTERISTICS:**

The Child Care Teacher is distinguished from the Child Care Associate Teacher by the minimum qualifications and the scope of duties as exemplified below.

**KEY DUTIES AND RESPONSIBILITIES:**

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

1. Plans, adapts and schedules age appropriate curriculum involving various activities to stimulate children's cognitive skills, abilities and development.
2. Provides continuous supervision to children enrolled in Child Development Center; ensures health and safety of children.
3. Maintains Center, rooms and play areas in a clean, orderly, and safe condition; sets up rooms and areas for various activities such as lunch, naps, games, etc.
4. Records daily observations of children's behavior and activities; monitors behavioral patterns and develops assessment and profiles.
5. Schedules parent conferences to discuss children's development and concerns; works with family to devise learning and development strategies as necessary.
6. Maintains accurate attendance and enrollment records; maintains appropriate confidential records.
7. Monitors children for signs of child abuse and reports incidents of suspected abuse to appropriate authorities.
8. Orders supplies and materials for classroom use.
9. Maintains current knowledge in the field of Early Childhood Development.
10. Acts as lead worker to Child Care Associate Teachers; trains and directs the work of student assistants, student teachers 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:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Possession of Child Development Teachers' Permit. The minimum requirement is 24 units in Early Child Development/Child Development including core courses and 16 GE units.

Associate's Degree in Child Development is preferred.

#### *Experience:*

Also required are 175 days of 3+ hours per day within 4 years teaching young children. Teaching young children in a group setting preferred.

Bilingual preferred.

### **LICENSE OR CERTIFICATE:**

Child Development Teachers Permit. Must possess proof of training and 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).