

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: CHILD DEVELOPMENT CENTER ASSOCIATE TEACHER**

**FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the general direction of an area administrator, assist in the preparation and implementation of the daily program at the VVC Child Development Center (CDC); assist with ongoing assessment testing of the children ages 2.9 through kindergarten age.

### **REPRESENTATIVE DUTIES:**

Assist with the preparation and implementation of the daily program at the CDC. *E*

Assist with assessment testing of children ages 2.9 through kindergarten age utilizing Desired Results Development Profile and other assessment testing instruments/equipment. *E*

Assist in creating and maintaining a safe and stimulating environment. *E*

Establish and maintain cooperative working relationships with others, including children, parents and other staff members. *E*

Attend all staff meetings and in-services. *E*

Provide work direction to aides, volunteers and student teachers. *E*

May perform duties of the Permit Teacher in his or her absence.

Perform other related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Basic procedures and policies of the Child Development Center programs and services.

Interpersonal skills using tact, patience and courtesy.

Effective communication skills.

District organization, policies, rules and programs related to the Child Development Center.

Assessment testing instruments, including Desired Results Development Profile.

Permit teacher duties and requirements.

#### **ABILITY TO:**

Learn department and program goals.

Communicate effectively with parents and other individuals from diverse academic, socio-economic cultures, ethnic and disability backgrounds.

Provide work direction and guidance to others as assigned.

Assist with assessment testing of children ages 2.9 through kindergarten age.

Establish and maintain cooperative working relationships with others, including children, parents and other staff.  
Effectively work with difficult or abusive children and difficult parents.  
Meet Permit Teacher requirements within ten (10) years.

**EDUCATION AND EXPERIENCE:**

Must qualify for or possess a valid Child Development Associate Teacher Permit which includes the following:

- 1) Valid CPR and/or First Aid Certification.
- 2) 12 units of EDE/CD course work including core courses.
- 3) 50 days of 3+ hours per day within 2 years.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of food handler's card.  
Obtain fingerprint clearance.  
Ability to pass a TB test every 2 years.  
Possession of valid California Driver's License.  
Must meet Permit Teacher requirements within ten (10) years.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Indoor and Outdoor Work Environment:***

While performing the duties of this job the employee is regularly required to sit, use hands to handle materials, speak to communicate, see to observe children and requires ordinary hearing ability. The employee is occasionally required to bend at the waist, stoop, crouch, stand and walk. The employee is regularly required to push swings and lift or carry children 45 pounds or heavier.

Child Development Center environment; subject to constant interruptions.

Incumbents may be exposed to blood or other bodily fluids and standard cleaning chemicals.