

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: CHILD DEVELOPMENT CENTER PERMIT TEACHER**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of an area administrator, assist in the planning and implementation of a developmentally appropriate program for children 2 to 5 years of age; maintain and arrange the classroom, assess children, supervise Associate Teachers, assistants, student teachers and volunteers, and communicate with parents.

### **REPRESENTATIVE DUTIES:**

On a daily basis, plan and implement the program for children based upon the State mandated Desired Results Standards, in accordance with the policies and philosophy of the Child Development Center. E

Individualize the program to meet the needs of the individual children with concern for their interests, handicaps, special talents, cultural backgrounds, style and pace of learning. E

Set up and maintain the physical environment in accordance with the Early Childhood Environment Rating Scale, adapting to the current needs and interests of the children. E

Treat all children with dignity and respect, implementing constructive discipline policies and the principles of conflict resolution in discipline situations. E

Plan and implement a consistent, predictable, daily routine meeting the developmental and individual needs of the children, keeping within the parameters of the center's curriculum philosophy.

Maintain a safe and healthy environment, aiding in monthly disaster drills, referring ill children to office staff, and keeping the classroom clean and uncluttered and equipment in good repair; clean and maintain the floors, bathrooms, tables, and work areas and perform laundry duties. E

Responsible for the ordered arrangement, appearance, décor and learning environment of the classroom. E

Conduct ongoing authentic assessment of the children, record daily anecdotes, and maintain a portfolio on each child. E

Communicate with parents on a daily basis gathering input and giving feedback on the child's progress; conduct bi-annual parent conferences sharing pertinent information in the child's growth and development based on the analysis of the Desired Results Development Profile. E

Mentor and direct all college students, including practicum, EOPS, Co-Op Ed, Federal Work Study, and volunteers; provide direction and supervision to teaching staff; guide and direct parent volunteers in the classroom. E

Submit timely requests for all classroom supplies, materials and equipment. E

Perform 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 responsibilities.

**ABILITY TO:**

Learn department and program goals.

Communicate effectively with parents and other individuals of diverse academic, socioeconomic cultures, ethnic and disability backgrounds.

Provide work direction and guidance to others as assigned.

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

**EDUCATION AND EXPERIENCE:**

Applicant must possess a valid Child Development Teacher Permit, OR

County Certificate showing completion of the following: 24 semester units of course work in early childhood education/child development including the core courses Child Growth and Development, Child/Family/Community, Programs/Curriculum, and 16 General Education units AND experience of 175 days of 3+ hours per day within a four-year period OR

AA or higher in ECE or related field with 3 semester units supervised field experience in ECE setting.

**OTHER REQUIREMENTS:**

Possession of food handler's card.

Obtain fingerprint clearance.

CPR and first aid card.

Ability to pass a TB test every 2 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.

Variable schedule may include days, evenings and Saturdays.

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