



PERMIT TEACHER, CHILD DEVELOPMENT CENTER – INFANT AND TODDLER

DEFINITION

Under general supervision, provides instruction, activities, care, and evaluation for infants, toddlers, and preschoolers of the Child Development Center (CDC) to promote all developmental domains, including social, emotional, physical, cognitive, and language development; works collaboratively with parents to identify each child's abilities, learning styles, and individual needs and develops appropriate curriculum/education plans; assists with the oversight of CDC lab students, assistants, and volunteers; maintains a safe and healthy physical environment; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing a variety of instruction and evaluation activities in support of the CDC, children, and students. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Plans, organizes, and provides instruction, activities, and care for infants, toddlers, and preschoolers to promote all developmental domains, including social, emotional, physical, cognitive, and language development based on state mandated desired results standards; models, promotes, and establishes relationships with the children based on mutual trust, consistency, and respect.
- Develops appropriate lesson plans in accordance with curriculum, state standards and guidelines, and the CDC philosophy.
- Ensures compliance with relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by federal, state, and local regulatory agencies.
- Provides technical and functional direction to assigned teaching assistants; gives work assignments; reviews and controls quality of work; trains teaching assistants in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, and regulations.
- Assists with the oversight of practicum, nursing, and lab students in the CDC; provides assistance and work direction as appropriate according to student educational curriculum and the philosophy of the CDC.
- Continuously assesses and evaluates children's development and progress toward age-appropriate milestones; provides anecdotal evidence and compiles reports on children's progress for parents and the state; conducts parent-teacher conferences to review assessment results.
- Communicates and interacts with parents, staff, and the public to answer questions, address concerns, and provides requested information.
- Sets up and maintains the physical environment of the CDC in accordance with the Early Childhood

- Environmental Rating Scale, adapting to the current needs and interests of the children.
- Creates charts, documents, and displays to reflect the learning experiences of the children.
- Maintains a neat, clean, and orderly classroom environment to promote a safe and healthy environment for children and staff.
- Handles medical emergencies and injuries; provides first aid and/or adult and child cardiopulmonary resuscitation; contacts police, fire, and emergency medical services as required.
- Maintains accurate and detailed files, records, and student portfolios, verifies accuracy of information, researches discrepancies, and records information.
- Plans, organizes, and participates in assigned special events.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Procedures for planning and implementing child development and age-appropriate educational plans and activities for infants, toddlers, and preschoolers.
- Basic concepts of nutrition, health and safety, and children's social, emotional, physical, cognitive, and language development.
- Principles of providing functional direction and training.
- Principles of child development and psychology.
- Assessment and evaluation tools and criteria used in early childhood development.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Record keeping principles and procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and prepare education plans, activity schedules, staffing schedules, reports, and other related program materials.
- Oversee activities of assigned teaching assistants and observational and lab students.
- Train others in proper and safe work procedures.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Make accurate mathematical and basic statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

- Interpret, apply, explain, and ensure compliance with applicable federal, state, local and District policies, procedures, and regulations.
- Assess and evaluate children’s development toward goals and milestones.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an associate degree with coursework in early childhood education, child development, or a related field.

Experience:

- One (1) year teaching experience in early childhood education.

Licenses and Certifications:

- Possession of certification as a licensed school-age childcare site teacher issued by the State of California to be maintained throughout employment.
- Possession of a First Aid certification to be maintained throughout employment.
- Possession of a Cardiopulmonary Resuscitation (CPR) certification to be maintained throughout employment.
- Possession of a California Food Handler’s Card to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in classroom and playground setting, use playground and standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Must possess the physical stamina to bend, stoop, kneel, reach, climb, walk, and run on uneven surfaces to participate in instructional and care activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and children up to 45 pounds.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a classroom with exposure to moderate to high noise levels and controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR or when tending to children’s hygiene. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.