



CHILD DEVELOPMENT CENTER TEACHER

SALARY GRADE: [C1-45](#)

DEFINITION:

Under the direction of an assigned supervisor, assist in the daily operation and coordination of the child care program at the De Anza College Child Development Center; support staff in developing and creating experiences and environments to support and foster child development in the areas of physical, intellectual, social, and emotional development.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Oversee children in all indoor and outdoor activities adhering to all health and safety procedures to ensure a safe and healthful environment.
2. Oversee and participate in all daily activities such as toileting, hand washing, and tooth brushing. health checks, and related classroom transition activities.
3. Oversee children during all mealtime activities; encourage healthful eating habits.
4. Guide children's behaviors that support respectful interactions between adults and children.
5. Support children's learning through positive interactions with children that reflect appropriate experiences in all domains of learning.
6. Prepare and implement daily activities for children for small and large group routines.
7. Develop activities that are age appropriate for all children, including activities that support children's interests and strengths.
8. Participate in staff and in-service trainings and attend a variety of meetings as required.
9. Maintain a supportive and cooperative working relationship with staff, classroom teachers, volunteers, adult students and parents.
10. Prepare and maintain accurate and complete records.
11. Conduct conferences.
12. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Knowledge of early education programs, practices and techniques.
2. Knowledge of current best practices for inclusive early education settings.
3. Instructional and tutorial techniques.
4. Record-keeping techniques.
5. Modern office practices, procedures and equipment.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.

7. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Understand, interpret and apply department rules, policies and materials relating to childhood education.
3. Plan, schedule, train and review the work of student assistants.
4. Provide instructional assistance and technical advice to parents.
5. Communicate effectively both orally and in writing.
6. Establish and maintain cooperative and effective working relationships with others.
7. Maintain confidentiality.
8. Prioritize and schedule work.

Education and Experience

A Child Development Teacher Permit – To qualify for the child Development Teacher Permit, individuals must satisfy all of the requirements listed in one of the following options:

Option 1

1. Complete all General Requirements which is completion of 24 semester units of course work in early childhood education or child development, including at least one (1) three-semester unit course in each of the following core areas: child/human growth and development; child, family, and community, or child and family relations; programs/curriculum.
2. Complete 16 semester units in general education, including at least one (1) course in each of the following areas: humanities and/or fine arts, social sciences, math and/or science, and English and/or language arts.
3. Complete 175 days of experience in an instructional capacity in a child care and development programs, working at least three hours per day within the last four years. This experience must be verified by submitting an original letter from the employee on official letterhead.

School-Age Emphasis under this option requires that 12 of the 24 semester units of early childhood education/child development be in school-age course work.

Option 2

1. Complete an Associate's degree or higher in early childhood education, child development, or a related field.
2. Complete three (3) semester units of supervised field experience in an early childhood education setting.

School-Age Emphasis under this option requires completion of **one** of the following:

- Complete an Associate's degree or higher in early childhood education, including three semester units of supervised field experience in a school-age setting.
- Complete an Associate's degree or higher in school age education, including three semester units of supervised field experience in an early childhood education setting.

OR

A current Credential issued by the Commission on Teacher Credentialing authorizing teaching service in elementary school or a single subject credential in home economics, and 12 units in ECE and/or CD or two years experience in early childhood education or a child care and development program.

WORKING CONDITIONS:

Environment:

1. Busy classroom environment.
2. Constant interruptions.
3. Noise.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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