



## **CHILD DEVELOPMENT CENTER TEACHER**

### **DEFINITION**

Under general supervision, provides instruction, activities, and care for infants, toddlers, and preschoolers 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; oversees CDC Teaching Assistants; ensures compliance with relevant health, safety, permitting, and licensing laws and guidelines; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Child Development Center. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class that plans, organizes, and implements a variety of instructional activities to enhance early childhood development and learning. Positions at this level 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. This class is distinguished from CDC Teaching Assistant in that the latter provides support to the Child Development Center Teachers.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- 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; models, promotes, and establishes relationships with the children based on mutual trust, consistency, and respect.
- Oversees and participates in children's daily activities in and out of the classroom, including mealtime activities, toilet training, hand washing and tooth brushing.
- 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.
- Conducts parent intake interviews upon initial enrollment, reviews parent handbook guidelines, and gathers information on children's needs; conducts parent orientation meetings to review program policies and procedures; conducts parent-teacher conferences to review assessment results.
- Administers Infant/Toddler Environment Rating Scale (ITERS) and Early Childhood Environment Rating Scale (ECERS) to assess classroom environment biannually; completes plan of action for ITERS and ECERS and includes in state reports.
- Prepares and maintains documentation for National Association for the Education of Young Children (NAEYC) accreditation and the State Credit Monitoring Review (CMR).
- 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.

- Communicates and interacts with parents, staff, and the public to answer questions, address concerns, and provides requested information.
- 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.
- Learns and applies emerging technologies related to the area of assignment.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Procedures for planning and implementing child development and age-appropriate educational programs and activities for infants, toddlers, and preschoolers.
- Basic concepts of nutrition, health and safety, and children's social, emotional, physical, cognitive, and language development.
- Basic principles of supervision and training.
- 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 organizational policies and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

- 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.
- Plan and coordinate child development program operations and activities.
- Plan and prepare education plans, activity schedules, staffing schedules, reports, and other related program materials.
- Oversee activities of assigned teaching assistants.
- 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.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from an accredited college with coursework in early childhood education, child development, or a related field and two (2) years teaching experience in early childhood education.

**Licenses and Certifications:**

- Certification as licensed school-age childcare site teacher issued by the State of California.
- First Aid certification.
- Cardiopulmonary Resuscitation (CPR) certification.

**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, and walk 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, typically weighing 30 pounds, and occasionally up to 100 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

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.

**Salary Grade:** C1-45

**FLSA:** Non-Exempt

**EEO Code:** H-50

**Board Approved:** April 2021

