

CLASS SPECIFICATION
Child Development Center Associate Teacher

FLSA Status: Nonexempt
EEOC Job Category: Paraprofessional
Union Representation: Represented

GENERAL PURPOSE

Under supervision, assists and participates in planning, organizing and providing a variety of educational and socialization activities and care for infant, toddler and/or preschool-aged children in a learning laboratory classroom setting; assists in observing, monitoring and recording children's development and behavior; interacts with children and encourages positive learning; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Child Development Center Associate Teachers, under the supervision of a Child Development Center Teacher, assist in planning and providing care, guidance and developmentally appropriate learning and socialization experiences for infant, toddler and/or preschool-aged children to encourage and facilitate positive social and cognitive learning. Duties are carried out in a learning laboratory classroom setting with District Early Childhood Education (ECE) students, some of whom may also be parents of the children in the classroom, both observing and participating in classroom programs and activities. Observations may be conducted via observation rooms, live camera recordings or in-classroom study.

CDC Associate Teacher is distinguished from CDC Teacher in that incumbents in the latter class are accountable for supervising and maintaining the classroom environment to meet Center, state and accreditation requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in providing care, guidance and developmentally appropriate learning and socialization experiences in language development, physical and motor development, reading and math readiness, art, music, nutrition, health and safety and other subject matter suited to the needs of infant, toddler and/or preschool-aged children; creates and maintains a stimulating and supportive environment for children; assists in developing and using instructional materials suitable for verbal and visual instruction of children with wide ranges of ages, mental, physical and emotional maturities; encourages positive learning, eating and communication skills by modeling appropriate behaviors; facilitates social learning through the use of play and singing.
2. Assists in facilitating and supporting District ECE and parent-participation students' learning in a laboratory classroom setting; models appropriate teaching methods and techniques and positive adult/child interactions.

3. Participates in planning and monitoring children's daily activities in and outside of the classroom; assists in planning and prepares and sets up instructional centers and materials; assists in setting up work areas, displays, exhibits and bulletin boards; distributes and collects materials and supplies; takes attendance; signs children in and out; supervises playground activities; accompanies classes on field trips; may prepare and/or set out snacks and/or meals; sits with children at meals/snacks and models healthy eating habits; may take meal counts; participates in planning developmentally appropriate lesson plans to promote cognitive, creative, physical, self and social concepts of the child; confers with classroom teacher's and others regarding the day's activities and recommends appropriate modifications to better meet students' needs, as necessary; provides basic training to new staff, aides and substitute teachers, as assigned.
4. Assists in supervising children individually and as a group; observes and records children's cognitive and physical achievements; assists in creation of individualized progress portfolios by taking photographs, journaling achievements and compiling information to document each child's progress and growth, as assigned; observes each child's health and reports any signs of illness or other distress and reports them in the child's record.
5. Communicates regularly with parents to promote an interactive and ongoing relationship with parents and families; may participate in parent conferences; may provide translation for parents and teachers during conferences.
6. Performs administrative duties in support of classroom activities; prepares and duplicates a variety of correspondence and other materials; sets up and puts away equipment and toys; assists in completion of ECERS and DRDP assessment tool for each child enrolled; assists in ordering instructional supplies and equipment.
7. Assists in maintaining a clean and safe learning environment; checks the classroom and outside play areas to ensure cleanliness and safety; assists in cleaning the classroom and playground; supervises children to prevent injuries; provides basic first aid as needed; diapers children and may wash and dress children in the event of an accident; sets out and disinfects nap mats; places breathing barriers between children at nap time; washes dishes and launders bedding, clothing and supplies.

OTHER DUTIES

1. Attends meetings, training sessions and workshops as required.
2. Reports suspected child abuse as required by law.

QUALIFICATIONS

Knowledge of:

1. Practices and methods of instruction, care and supervision of infant, toddler and/or preschool-aged children in a learning laboratory classroom setting.
2. Basic concepts of child development and behavior patterns of infant, toddler and preschool-aged children.
3. Procedures and practices for maintaining classroom and playground safety.

4. Correct English usage, including spelling, grammar and punctuation.
5. Administrative practices and procedures, including record keeping practices and procedures.

Ability to:

1. Instruct and encourage learning in infant, toddler and/or preschool-aged children in a learning laboratory classroom setting.
2. Observe and document child development, behavior and health.
3. Organize, set priorities and exercise sound judgment within areas of responsibility.
4. Organize and maintain confidential student records and files.
5. Communicate clearly and effectively orally and in writing.
6. Understand and follow written and oral instructions.
7. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult individuals and situations.
8. Establish and maintain effective working relationships with District management, administrators, staff, teachers, ECE students and instructors, parents, children and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is meeting the minimum educational course requirements including child growth and development, or human growth and development; child family and community, or child and family; and program/curriculum, with passing grades at an accredited or approved college or university; or an equivalent combination of training and experience.

Additional Infant Care Qualifications:

An infant care teacher shall have completed, with passing grades, at least three postsecondary semester units or equivalent quarter units in early childhood education or child development, and three postsecondary semester units or quarter units related to the care of infants, at an accredited or approved college or university.

Licenses; Certificates; Special Requirements:

- Possession of a Child Development Permit (CDP) at the Associate Teacher level or above issued by the California Commission on Credentialing (CTC) prior to employment. It is the employee's responsibility to renew and maintain the Child Development Permit during their employment with the District.
- Employees must meet the requirements for Associate Teacher within the period specified in regulations and accreditation requirements.
- Results of a TB test performed within 60 days of hire date.

- Valid First Aid/Adult and Pediatric CPR Certificate dated within one year prior to hire date.
- Current Adult and Pediatric CPR Certificate with Health & Safety Component (15 hours) if necessary.
- Fingerprints, Child Abuse Index, and FBI check submitted and cleared to the Department of Justice and on file with/or reported to the California Department of Social Services, Community Care Licensing Division prior to employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work with constant interruptions and interact with District management, administrators, staff, teachers, ECE students and instructors, parents, children and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a classroom setting, and the noise level is occasionally moderately loud.

Revised: October 6, 2008; July 20, 2009