

CLASS SPECIFICATION
Child Development Center Teacher

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

GENERAL PURPOSE

Under general supervision, plans, develops, implements and supervises the education program and activities for an infant, toddler or preschool classroom in a learning laboratory setting, in accordance with District policies and procedures and state regulations; develops and implements the infant/toddler/preschool classroom curriculum; facilitates and supports District Early Childhood Education (ECE) students' formal learning in a learning laboratory classroom setting; confers with parents regarding the growth and development of their children; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Child Development Center Teachers are responsible for planning, developing, implementing, supervising 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. Child Development Center Teachers carry out these functions in a learning laboratory environment with District Early Childhood Education (ECE) students, some of whom may also be parents of the children in the classroom, both participating in and/or observing classroom programs and activities. Observations may be conducted via observation rooms, live camera recordings or in-classroom study.

Child Development Center Teacher is distinguished from Child Development Center Associate Teacher in that incumbents in the former 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. Plans, organizes, monitors, oversees, supervises and evaluates the daily activities of the laboratory learning classroom and staff; develops and implements infant, toddler and preschool classroom curriculum; plans, develops and implements developmentally appropriate lesson plans to promote cognitive, creative, physical, self and social concepts of the child; plans, organizes and oversees preparation and set up of instructional centers and materials; plans and supervises set up of work areas, displays, exhibits and bulletin boards; distributes and collects materials and supplies; verifies that accurate attendance, meal counts and other applicable daily records are taken and maintained; ensures that children are appropriately signed in and out; develops and maintains an open and friendly environment for parents, staff, District ECE instructors and students and volunteers; interprets and explains District and Center policies, programs and procedures; organizes, supervises and accompanies classes on on-campus and off-campus field trips; on a daily basis, confers with classroom staff to review and evaluate the day's activities and develops and implements appropriate

modifications to better meet students' need, as appropriate and necessary; ensures proper adult/child ratios in classroom at all times.

2. Provides 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 or preschool-aged children; creates and maintains a stimulating and supportive environment for children; uses 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; provides personalized care for special needs children.
3. Facilitates and supports District ECE and parent-participation students' learning in a laboratory classroom setting; schedules, assigns and provides work direction regarding daily tasks to ECE practicum and other students, with ECE instructors' input and oversight; models appropriate teaching methods and techniques and positive adult/child interactions; guides, coaches and instructs ECE students, as appropriate; confers with and provides evaluative feedback on ECE practicum student performance to District ECE instructors, as requested; arranges make-up assignments for ECE students; conducts daily health inspections of ECE students; ensures that ECE student attendance is accurately tracked and maintained; plans and conducts District ECE student orientation to learning lab classroom.
4. Supervises children individually and as a group in the classroom and on the playground; observes children and records observations of cognitive and physical achievements; makes observations and performs child assessments to document each child's progress and growth; confers with other teaching staff regarding programs and materials to meet student needs; observes each child's health, notes any signs of illness or other distress and reports in child's record.
5. Partners and communicates regularly with parents in order to provide consistent and culturally sensitive care and to promote an interactive and ongoing relationship with parents and families; assists supervisor in providing information, support and referrals to parents regarding children with special needs; schedules and conducts parent conferences; may provide translation for parents and teachers during conferences; compiles samples and photographs for, completes and provides individualized progress portfolio at conference/s.
6. Ensures maintenance of a clean and safe learning environment; ensures classroom and outside play areas cleanliness and safety are maintained; maintains clean and sanitized eating, diapering and napping areas and equipment; assists in cleaning the classroom and playground; supervises children to prevent injuries; may provide basic first aid as needed; diapers children and may wash and dress children in the event of an accident; maintains emergency supply shed inventory; may administer medications to children per physician orders.
7. 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 ordering instructional supplies and equipment; completes letters of recommendation and kindergarten

readiness assessments; compiles information for and completes Early Childhood Environment Rating Scale and DRDP assessment tool for each child enrolled; completes and provides proper notification to parents and others regarding injury, incident and other Center reports and forms.

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. Concepts of child development and behavior patterns of infant, toddler and/or preschool-aged children.
3. District policies, procedures and practices related to areas of responsibility and applicable licensing and accreditation requirements.
4. Procedures and practices for maintaining classroom and playground safety.
5. Correct English usage, including spelling, grammar and punctuation.
6. Administrative practices and procedures, including record keeping practices and procedures.

Ability to:

1. Plan, develop, implement, monitor, supervise and oversee the daily activities and operations of a classroom in a learning laboratory setting.
2. Develop and implement developmentally appropriate curriculum, lesson plans and instructional strategies to meet the needs of toddler and preschool-aged children.
3. Create and maintain a safe learning environment.
4. Instruct and encourage learning in infant, toddler and preschool-aged children.
5. Observe and document child development, behavior and health.
6. Organize, set priorities and exercise sound judgment within areas of responsibility.
7. Organize and maintain confidential student records and files.
8. Communicate clearly and effectively orally and in writing.
9. Understand and follow written and oral instructions.
10. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult individuals and situations.

11. Establish and maintain effective working relationships with District management, administrators, staff, teachers, District 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 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 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; uses 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/or under intensive deadlines and interact with District management, administrators, staff, teachers, District 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