

## **CHILD DEVELOPMENT CENTER TEACHER**

### **DEFINITION**

Under general supervision, provides care and instruction for infants and preschool children in a child development center environment; instructs children in social, behavioral, manipulative and language development skills; participates in the planning, organizing and conducting of instructional and training programs; aides parents in developing child rearing skills; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey-level class in the Child Development Teacher Series within the Yosemite Community College District (YCCD). Positions in this class perform journey-level teaching duties as well as some curriculum planning and development. Incumbents may also direct, train, and/or monitor the work of subordinate Associate Teachers and other support staff on a project or assignment basis.

This class may be distinguished from the lower-level class of Child Development Center Associate Teacher because that is the entry-level class where incumbents perform routine and basic teaching duties under the immediate supervision of higher-level staff. This class may also be distinguished from the higher-level class of Child Development Center Master Teacher because incumbents in that class typically perform advanced teaching duties, coordinate curriculum and staff development activities, and help direct and monitor the work of subordinate teachers on a day-to-day basis.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under general supervision, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

### **ESSENTIAL DUTIES**

- Provides a wide range of childcare and/or instruction services for infants, toddlers and/or preschool children; interacts with children, parents and other family members in an appropriate and positive manner.
- Provides instruction, motivation and guidance to infant and preschool children in their development of social, behavioral, motor, manipulative and language skills.
- Plans, prepares and uses a variety of childcare and instructional aids and materials in the conduct of instructional and training processes; develops lesson and instructional plans as directed and based on program guidelines.
- Identifies and meets the requirements of children with special needs to facilitate their full inclusion into the program.

- Provides children with a variety of experiences in order to develop their skills; encourages and facilitates their participation in such activities.
- Monitors and corrects child behavior using a variety of behavior modification, reinforcement and other behavior-shaping strategies.
- Provides for the physical needs of children; changes diapers and assists with toilet training; washes and cleans children; assists with feeding; prepares nap areas.
- Helps prepare and serve meals and snacks; helps clean up food preparation and serving areas.
- Participates in parent teacher conferences; provides information regarding a child's growth, development and progress; informs parents regarding Child Care Center policy and procedure; helps develop parent participation projects.
- Helps instruct parents on how to develop their child rearing and parenting skills; uses demonstrations, examples, and a variety of other methods to teach parents about child nutrition, hygiene and childcare.
- Performs light housekeeping functions to help maintain equipment, bedding, and cooking/eating utensils in a clean and sanitary condition.
- Observes and monitors children to detect signs of ill health or emotional issues/concerns.
- Explains policies, regulations and operational procedures to persons contacting the office such as faculty, students, staff and the general public; participates in outreach programs and activities.
- Maintains records and other documentation; evaluates and charts child growth and developmental progress; prepares written evaluation reports.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Education and Experience:**

- Education: As required to meet the permit/credential requirements identified above. Typically, this would require satisfactory completion of 24 semester (or equivalent quarter) college units in early childhood education/child development, including at least 12 semester (or equivalent quarter) units in school age education; plus at least 16 semester (or equivalent quarter) general education units.
- Experience: As required to meet the permit/credential requirements identified above. Typically, this would include 175 days (at a minimum of 3 hours/day) caring directly for children during the last four years.

#### **Special Requirements:**

- Must pass licensing requirements that include a medical clearance and a background investigation, including reference checks and a state criminal history report, prior to the start of employment. The cost for the criminal history report will be the responsibility of the candidate.

#### **Knowledge of:**

- Knowledge of general functions, policies, rules and regulations of a community college child care center.

- Health, safety, and nutritional requirements of young children.
- Principles of child development, psychology and early childhood education.
- Needs and behavior of children of various ethnic, racial and cultural backgrounds.
- Federal and state regulations pertaining to early childhood education.
- Public and human relations skills.

**Ability to:**

- Read, write and speak correctly in English.
- Understand and independently carry out oral and written instructions.
- Use good judgment.
- Perform simple mathematics.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Licenses and Certificates:**

- Must possess a valid Child Development Permit as a Teacher (or higher level) from the California Commission on Teacher Credentialing; **OR** must possess an associate's degree from an accredited college or university with major coursework in early childhood education that included 3 semester (or equivalent quarter) units of supervised field experience in an early childhood or school age education setting.
- Depending upon assignment, a valid license to drive in California may be required.

**Physical and Mental Standards:**

- **Mobility:** ability to sit, walk or stand for extended periods.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes; must have a full range of motion in the upper extremities.
- **Lifting:** occasional lifting, carrying, pushing, pulling, or otherwise moving objects up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact.

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in a pre-school childcare and classroom environment, and also includes some outdoor activities.

Class Adopted: 03/01/09

Class Amended: **XX-XX-XX**