

Job Title: CHILD DEVELOPMENT ASSOCIATE TEACHER

Definition:

Under the direction of the Director, Early Childhood Education Services Program and/or a certified person assigned by the Director, this employee will assist the Child Development Teacher in providing an education program for preschool children ages 3 to 5 years. This person will also provide leadership for other classified employees assigned to their classroom.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plan and implement developmentally appropriate curriculum for 3-5 year old children.
2. Assist in ensuring lesson planning, ongoing materials development, program input and parent education.
3. Assist in final daily progress notes, maintenance of files and reports.
4. Assist in ensuring the maintenance of a high quality preschool environment, equipment, and facilities.
5. Participation in long range planning and implementation of program goals.
6. May be required to perform duties at different preschool sites.
7. Guidance and supervision of Para educator to establish and maintain a high quality preschool learning environment.
8. Applicant must agree to continue professional development in addition to completing any necessary units, in compliance with renewal terms of Child Development Associate Teacher Permit.
9. Participation and leadership in preschool trainings and committee activities.
10. Follows all Head Start Performance Standards. State Preschool funding terms and conditions, and Title 22 licensing requirements (as applicable).
11. On-going written and verbal parent communication.
12. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Normal child development and developmentally appropriate practices
- Basic understanding of special needs children and appropriate intervention strategies
- Early Childhood Education rules and regulations
- Proper English usage, spelling, grammar, and punctuation
- Take initiative and work independently as well as follow directives from supervisors
- Use tact, understanding, patience and courtesy when dealing with children and adults
- Early literacy strategies

Skill and Ability to:

- Understand and follow oral and written directions
- Complete required forms and produce written reports
- Maintain accurate record keeping
- Office skills, email, Word, Excel, office machines
- Communicate effectively in the English language both orally and in writing
- Communicate effectively with children and parents
- Provide own transportation to different preschool sites (must have a valid California driver's license)
- Maintain regular attendance at work
- Work in a positive, cooperative mode with fellow workers, supervisors and departments

Job Title: CHILD DEVELOPMENT ASSOCIATE TEACHER

- Maintain professional confidentiality
- Dress and groom him/herself in a neat, clean, and appropriate manner for the assignment and work setting
- Maintain accurate records in timekeeping system and use sub-finder when necessary.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying, a typical way to obtain the knowledge, skill and abilities would be: high school diploma or equivalent. Must hold a valid Child Development Associate Teacher Permit, and a CPR/First aid certificate.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print, and allows accurate observation from a distance.
- Require the mobility to stand, run, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is in an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- Will be required to complete and pass a health screening.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting	X		
Standing			X
Walking			X
Bending (neck)			X
Bending (waist)		X	
Kneeling		X	
Reaching			X
Stooping		X	
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling		X	

Job Title: CHILD DEVELOPMENT ASSOCIATE TEACHER

Lifting				Carrying		
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 –10 lbs.		X			X	
11–25 lbs.	X			X		
26 –50 lbs.	X			X		
51 –75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data	X		
Organize		X	
Write	X		
Plan	X		
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		
Radio	X		