Teacher, Child Development Center

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the daily operation and coordination of the child care program at the De Anza College Child Development Center; support staff in developing and creating experiences and environments to support and foster child development in the areas of physical, intellectual, social, and emotional development.

REPRESENTATIVE DUTIES:

1. Supervise children in all indoor and outdoor activities adhering to all health and safety procedures to ensure a safe and healthful environment.
2. Supervise and participate in all daily activities such as toileting, hand washing, and tooth brushing, health checks, and related classroom transition activities.
3. Supervise children during all mealtime activities; encourage healthful eating habits.
5. Support children's learning through positive interactions with children that reflect appropriate experiences in all domains of learning.
6. Prepare and implement daily activities for children for small and large group routines.
7. Develop activities that are age appropriate for all children, including activities that support children's interests and strengths.
8. Participate in staff and in-service trainings and attend a variety of meetings as required.
9. Maintain a supportive and cooperative working relationship with staff, classroom teachers, volunteers, adult students and parents.
10. Prepare and maintain accurate and complete records.
11. Conduct conferences.
12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Knowledge of early education programs, practices and techniques.
3. Instructional and tutorial techniques.
4. Record-keeping techniques.
5. Modern office practices, procedures and equipment.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Understand, interpret and apply department rules, policies and materials relating to childhood education.
3. Plan, schedule, train and review the work of student assistants.
4. Provide instructional assistance and technical advice to parents.
5. Communicate effectively both orally and in writing.
6. Establish and maintain cooperative and effective working relationships with others.
7. Maintain confidentiality.
8. Prioritize and schedule work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: 24 units ECE/CD, including core courses (Child Development; Child, Family, and Community; and Child and Family Relations); 16 General Education units; 175 days experience of 3 hours or more per day within the last 4 years in an ECE setting OR possession of a current State of California Child Development Teacher Permit or higher; supervised field experience in a Child Development setting.

Preferred Qualifications:
BA degree or higher with 12 units of Early Childhood Development plus 3 units supervised field experience in ECE setting OR Teaching. Administrative or Administrative Services credential with 12 units in ECE plus 3 units supervised field experience in ECE setting. Bilingual.

WORKING CONDITIONS:

ENVIRONMENT:
1. Busy classroom environment.
2. Constant interruptions.
PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to operate assigned equipment.

3. Seeing to read various materials.

4. Bending at the waist, kneeling or crouching.

5. Sitting for extended periods of time.

DATE APPROVED:
REVISED: September 27, 2007
RANGE: N-45
EEO-CATEGORY: H-50