

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Child Care Teacher I	Range:	22
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for planning and implementing a campus child care instructional program; providing instruction and directing activities for children; preparing instructional materials; and maintaining a variety of reports.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Implements programs designed to meet the individual needs of children to include activities involving music, creative arts, language arts and literature, science and math; sets up and supervises learning activities geared toward preschool children.
2.	Observes and assesses the development of children to ensure classroom activities meet their needs; observes and provides assessments of children's development.
3.	Provides information to parents regarding the program and communicates regularly about children's development and child rearing practices.
4.	Ensures safety of children by observing and directing their behavior according to approved policies; educates children on health and safety practices; assists children with personal hygiene activities such as toileting and washing hands.
5.	Maintains safe and clean environment; cooks and serves meals and snacks; performs light housekeeping and sanitizing of surfaces, bathrooms, supplies and equipment.
6.	Prepares and maintains variety of records and reports related to the program.
7.	Attends and participates in a variety of meetings, educational conferences, parent-teacher conferences, seminars and open houses.
8.	Communicates and advises parents, staff and students on various child-related issues; consults with professionals regarding children's development and concerns; communicates with faculty, as applicable, on student progress and related instructional issues.
9.	Creates and maintain records and files; assists parents in registering their children; prepares attendance records.
10.	Orders and maintains various equipment, supplies, and materials as needed; maintains equipment as needed.
11.	Trains and provides work direction and guidance to others as directed.
12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

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## **OTHER FUNCTIONS**

Performs services as required by grant programs, such as home visits, as needed.

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## **WORKING RELATIONSHIPS**

The Child Care Teacher I maintains frequent contact with staff and students, parents, and children enrolled at the Center.

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## **EDUCATION AND EXPERIENCE**

Completion of a minimum of twelve (12) semester units of course work in early childhood education/child development (exclusive of field work) including at least one course in each of the following core areas:

- Child/human growth and development;
- Child, family and community, or child and family relations;
- Programs/curriculum.

### **AND**

Fifty days of experience in an instructional capacity in a child care development program, working at least three hours per day within the last two years.

### **OR**

Alternative equivalent qualifications which meet the eligibility requirements for the Child Development Associate Teacher Permit, as specified by the California Commission on Teacher Credentialing.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of current concepts used in Early Childhood Education  
Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable statutes and regulations  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of basic child psychology and development  
Knowledge of curriculum planning for child development programs  
Knowledge of methods of observing, evaluating and recording child behavior  
Knowledge of materials, tools and equipment to be used in the early childhood development  
Knowledge of health and safety regulations and practices  
Knowledge of record-keeping techniques  
Ability to create learning environment and implement activities in accordance with established curriculum  
Ability to plan and provide basic instruction and activities appropriate to students and young children  
Ability to interact with children in a manner characterized by warmth, personal respect, individuality, support and responsiveness  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others  
Ability to train and provide work direction to staff and students.

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**SPECIAL REQUIREMENTS**

A valid California Driver's License may be required  
Certification in Pediatric CPR, First Aid, and AED  
Must meet applicable Federal and State licensing requirements  
Must pass fingerprint clearance test for all appropriate agencies (such as FBI, Department of Justice, Child Abuse Index Services)

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**TRAINING REQUIREMENTS**

Certification in Preventative Health Practices

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**WORKING CONDITIONS**

College or District child care center; indoor and outdoor environment; possible residential "field" environment; must be able to perform physical activities, such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking; subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases).

May require the use of personal automobile or District vehicle in the performance of duties.

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