

## KERN COMMUNITY COLLEGE DISTRICT

---

**CLASS TITLE: CHILD DEVELOPMENT CENTER ASSOCIATE TEACHER**

**BASIC FUNCTION:**

Under supervision, provide assistance to the classroom teacher in the care, development, and instruction of preschool children and infants in a child development center program.

**REPRESENTATIVE DUTIES:**

Assist the Teacher in planning and coordination of classroom activities and instruction; develop and maintain developmentally appropriate, safe learning environments. *E*

Supervise and directly interact with children in a warm and positive manner. *E*

Prepare age and developmentally appropriate lesson outlines, plans, and other activities for science, math, music, art, language, social, emotional, and physical development of the children; submit to Teacher for review. *E*

Conduct demonstrations and learning activities for children. *E*

Serve as primary caregiver for an assigned group of children; perform initial and periodic state required evaluations. *E*

Conduct conferences with parents to discuss child status, progress, and problems; assist in developing and implementing conflict management and problem solving strategies with children. *E*

Follow center policies and procedures including those for health and safety; provide information to employees, volunteers, students, and families on health, safety, and transportation, and other policies. *E*

Oversee groups of children in various indoor and outdoor activities; set up and disassemble playground equipment; assure safe indoor and outdoor play. *E*

Supervise the use of the restrooms; change and launder wet or soiled clothes; change diapers; assist in toilet training. *E*

Prepare and serve nutritional snacks and lunches; prepare bottles, formulas and infant meals; assist in preparing and revising basic menus; supervise snack and meal times. *E*

Administer basic First Aid as needed; teach and encourage good health and safety habits. *E*

Perform light housekeeping duties including washing dishes, clearing lunch tables, sweeping floors, and emptying waste receptacles; maintain the classroom and outdoor environment in a safe, sanitary, and orderly condition. *E*

Operate a variety of classroom equipment and appliances including a copier, laminator, paper cutter, computer, vacuum cleaner, washer, dryer, and microwave; assure proper food storage; sterilize kitchen area; maintain food production worksheets. *E*

Maintain appropriate records as requested. *E*

Assist in identifying special needs of children and/or families.

Oversee and participate in evaluation of laboratory students and the supervision of activities.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Early childhood education programs, practices, and techniques.

Current best practices for inclusive early childhood education.

Instructional and tutorial techniques.

Requirements of maintaining a children's center in a safe, clean, and orderly condition.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

Principles and practices of personal hygiene.

Sanitation practices related to handling and serving food.

Basic First Aid techniques.

#### **ABILITY TO:**

Develop age and developmentally appropriate lesson plans and outlines.

Effectively conduct activities for children.

Monitor the behavior of young children and oversee activities.

Maintain a children's center in a safe, clean, and orderly condition.

Apply basic principles and practices of nutrition.

Administer basic First Aid.

Understand and follow oral and written directions.

Prepare and serve food in accordance with health and safety regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe health and safety regulations.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by twelve semester units of course work in early childhood education or a related field **and** one year of experience working with children in an organized setting. Possession of, or eligibility to obtain and retain, a **Child Development Associate Teacher Permit** issued by the California Commission on Teacher

Credentialing.

**LICENSES AND OTHER REQUIREMENTS:**

Maintain satisfactory level of progress toward and the successful completion of the Professional Development requirement for Permit renewal.

Completion of pediatric CPR and first aid training through an accredited or approved program.

Possession of a current pediatric CPR and first aid certificate.

Satisfactory completion of a pre-employment physical assessment.

Satisfactory completion of pre-employment drug testing.

Clear criminal record check including fingerprints.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and playground environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
- 
- |          |    |  |
|----------|----|--|
| <u>2</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations.     |
| <u>4</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, stoop, kneel, run and crawl.                                    |
| <u>3</u> | g. | Ability to lift <u>50</u> lbs.   |
| <u>3</u> | h. | Ability to carry <u>50</u> lbs.  |
| <u>4</u> | i. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*