

## KERN COMMUNITY COLLEGE DISTRICT

---

**CLASS TITLE: CHILD DEVELOPMENT CENTER TEACHER**

**BASIC FUNCTION:**

Under supervision, provide for the care, development, and instruction of preschool children and infants years in a child development program.

**REPRESENTATIVE DUTIES:**

Plan and coordinate activities and instruction; develop and maintain a developmentally appropriate, safe environment in both indoor and outdoor settings. *E*

Directs the activities of Associate Teachers and CDC Assistants, students, and volunteers assigned to the classroom. *E*

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

Prepare age and developmentally appropriate lesson outlines and plans and other activities for science, math, music, art, language, social, emotional and physical development of the children; review plans prepared by Associate Teachers. *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; review similar work by Associate Teachers. *E*

Conduct conferences with parents to discuss child status, progress, and problems. *E*

Develop and implement conflict management and problem solving strategies with children. *E*

Follow center policies and procedures including those for health and safety. *E*

Provide information to employees, volunteers, students, and families on health, safety, 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 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*

Identify special needs of children and/or families. *E*

Involve families in classroom and Center activities; invite and encourage family participation in children's activities. *E*

Develop and facilitate parent programs and events. *E*

Maintain appropriate records. *E*

Oversee and evaluate laboratory students and the supervision of activities.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Early childhood education programs, practices and techniques.

Knowledge of current best practices for inclusive early childhood education settings.

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:**

Plan and direct the activities of a child development center indoor and outdoor environments.

Oversee and direct the work of Associate Teachers, CDC Assistants, volunteers, students, and interns.

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: Associate's degree from an accredited college in early childhood education work or a related field **and** one year of experience working with children in an organized setting. Possession of, or eligibility to obtain and maintain, a **Child Development Teacher Permit** issued by the California Commission on Teacher Credentialing.

### **LICENSES AND OTHER REQUIREMENTS:**

Maintain satisfactory level of progress toward and successful completion of the professional development requirement for professional development.  
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 fingerprint.

### **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.
- 4 f. Ability to bend and twist, stoop, kneel, run, and crawl.
- 3 g. Ability to lift 50 lbs.
- 3 h. Ability to carry 50 lbs.
- 4 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.*