

## **CHILD DEVELOPMENT CENTER TEACHER**

### **Series Specifications**

**Child Development Associate Teacher**

**Child Development Center Teacher**

**Child Development Lead Teacher**

### **DEFINITION**

This series specification describes three classes used to provide services in the care, development, and instruction of children in the Child Development Center (CDC) under the direction of the Child Development Center Supervisor and designated administrator while supporting the goals and objectives of the campus Child Development Centers.

### **LEVEL DESCRIPTIONS**

**Child Development Center Associate Teacher:** Cares for and supports the development and instruction of children in the childcare and development programs under the direction of the Child Development Center Supervisor and designated administrator while supporting the goals and objectives of the campus Child Development Centers.

**Child Development Center Teacher:** The Child Development Center Teacher provides service in the care, development, and instruction of children in the Child Development Center under the direction of the Child Development Center Supervisor and designated administrator while supporting the goals and objectives of the campus Child Development Centers.

**Child Development Center Lead Teacher:** The Child Development Center Lead Teacher oversees a Child Development Center program at a single site; provides care, development, and instruction of children in the Child Development Center; and serves as a coordinator of curriculum and staff development in the Child Care and Development Center under the direction of the Child Development Center Supervisor and designated administrator while supporting the goals and objectives of the campus Child Development Centers. The Child Development Center Lead Teacher serves as a lead for a Child Development Center Teacher, and Child Development Center Associate Teacher.

### **TYPICAL DUTIES**

**Child Development Center Associate Teacher:** Carries out policies and procedures of the Center; works collaboratively with the CDC Lead Teacher and CDC Teacher, plans and implements appropriate activities for children in the following areas: language and literacy, social studies, creative arts, math, science and music to meet children's needs, interest and abilities according to the State Department of Education, Child Development Funding Terms and Conditions; assesses children's physical, cognitive and social/emotional development using the tool required by the State Department of Education, Child Development Division; assists in organizing and facilitating learning activities; works with combined age groups of children individually or in small group settings; maintains appropriate display of children's work through parent messages and appropriate bulletin boards; implements appropriate rules of conduct, maintains discipline and provides suitable environment in classroom and outdoor environment; assists in the orderly use and maintenance of materials, equipment and the facility; assists in general supervision of children at play; monitors outdoor and indoor play and learning activities; oversees walking field trips on campus; assists with maintaining attendance and Child Care Food Program records; prepares instructional material, reports

and records as directed; assists with the organization of materials for college students assigned to the program; attends staff meetings and assists with parent meetings; meets with parents to discuss children's development, achievements and behavior concerns as needed and encourages parent participation. Performs related duties as required.

**Child Development Center Teacher:** In addition to the duties of the CDC Associate Teacher, works collaboratively with the CDC Lead Teacher and CDC Associate Teacher to carry out the policies and procedures of the Center; assumes responsibilities for the orderly use and maintenance of materials, equipment and the facility; supervises outdoor and indoor play and learning activities; maintains appropriate interpersonal relations with children, parents, college students and staff; may serve as a lead for other Child Development Center staff; organizes materials for Early Childhood Education students assigned to the center; assists with in-service training of staff, college students and parents; confers with parents to interpret and explain relevant policies and procedures; and meets with parents to discuss children's development, achievements and behavior concerns as needed and to encourage parent participation; tracks children's enrollment numbers so that the centers stay within the adult/child ratios set by licensing agencies. Performs related duties as required.

**Child Development Center Lead Teacher:** In addition to the duties of the CDC Associate Teacher and CDC Teacher, facilitates activities of Center Teachers, Associate Teachers, work study students, and Early Childhood Education (ECE) Lab students by assigning areas of work, coordinating schedules, and overseeing the daily operations of the program; develops and implements appropriate rules of conduct, maintains discipline and provides suitable environment in classroom and outdoor environment; monitors outdoor and indoor play and learning activities; maintains attendance and Child Care Food Program records; works with the Early Childhood Education faculty to facilitate the activities of the lab students assigned to the Center, models appropriate teaching strategies for the Early Childhood Education lab students; assists parents in obtaining needed community services; assists with eligibility and enrollment. Performs related duties as required.

## **QUALIFICATIONS**

### **EXPERIENCE/EDUCATION**

#### **Child Development Center Associate Teacher:**

Hold or be eligible for a valid Child Development Associate Teacher Permit issued by the Commission on Teacher Credentialing; permit must be obtained within six months of hire date and must be maintained. To be eligible for a Child Development Associate Teacher Permit, individuals must satisfy all of the requirements listed in **one** of the following options:

#### **Option 1:**

1. Completion of a minimum of 12 semester units of course work in early childhood education or child development (excluding field work), including at least one course of at least three semester units in each of the following core areas:
  - a. Child/human growth and development
  - b. Child, family and community, or child and family relations
  - c. Programs/curriculum.
2. Completion of at least 50 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last two years. Upon hire, this experience must be verified by submitting an original letter from the employer on official letterhead.

**Option 2:** Possess a Child Development Associate (CDA) Credential.

Note: If assigned to the Infant-Toddler Center: Successful completion of three postsecondary semester units (or equivalent quarter units) related to the care of infants at an accredited institution AND six months of experience in a licensed infant care center or comparable group childcare program for children under five years of age.

**Child Development Center Teacher:**

Hold or be eligible for a valid Child Development Teacher Permit issued by the Commission on Teacher Credentialing; permit must be obtained within six months of hire date and must be maintained. To be eligible for a Child Development Teacher Permit, individuals must satisfy **all** of the requirements listed in one of the following options:

**Option 1:**

1. Completion of a minimum of 24 semester units of course work in early childhood education or child development (excluding fieldwork), including at least one course of at least three semester units in each of the following core areas:
  - a. Child/human growth and development
  - b. Child, family and community, or child and family relations
  - c. Programs/curriculum.
3. Completion of 16 semester units in general education, including at least one course in each of the following areas: humanities and/or fine arts, social sciences, math and/or science, and English and/or language arts.
4. Completion of 175 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. Upon hire, this experience must be verified by submitting an original letter from the employer on official letterhead.

**Option 2:**

1. Completion of an associate degree or higher in early childhood education or child development or related field from an accredited institution.
2. Completion of three semester units of supervised field experience in an early childhood education setting.

Note: If assigned to the Infant-Toddler Center: Successful completion of three postsecondary semester units (or equivalent quarter units) related to the care of infants at an accredited institution AND six months of experience in a licensed infant care center or comparable group childcare program for children under five years of age.

**Child Development Center Lead Teacher:**

Hold or be eligible for a valid Child Development Site Supervisor Permit issued by the Commission on Teacher Credentialing; permit must be obtained within six months of hire date and must be maintained. To be eligible for a Child Development Supervisor Permit, individuals must satisfy **all** of the requirements listed in one of the following options:

**Option 1:**

1. Completion of a minimum of 24 semester units of course work in early childhood education or child development, including at least one course of at least three semester units in each of the following core areas:
  - a. Child/human growth and development
  - b. Child, family and community, or child and family relations
  - c. Programs/curriculum.
2. Completion of an associate degree or 60 semester units from an accredited institution.
3. Completion of six additional semester units of course work in administration and supervision of child care and development programs. These units must be comprised of two courses: one introductory course and one advanced course, or two courses of different topical content.
4. Completion of an additional two semester units of adult supervision course work.
5. Completion of 350 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. This experience must include at least 100 days of supervising adults in a child care and development program. Upon hire, this experience must be verified by submitting an original letter from the employer on official letterhead.

**Option 2:**

1. Completion of a bachelor's degree or higher from an accredited institution.
2. Completion of 12 or more semester units of early childhood education or child development course work.
3. Completion of three semester units of supervised field experience in an early childhood education setting.

**Option 3:**

1. Possess a valid Administrative Services Credential authorizing service in California public schools.
2. Completion of 12 or more semester units of early childhood education or child development course work.
3. Completion of three semester units of supervised field experience in an early childhood education setting.

**Option 4:**

1. Possess a valid Multiple Subjects Teaching Credential or a Single Subject Teaching Credential in Home Economics.
2. Completion of 12 or more semester units of early childhood education or child development course work.
3. Completion of three semester units of supervised field experience in an early childhood education setting.

Note: If assigned to the Infant-Toddler Center: Successful completion of three postsecondary semester units (or equivalent quarter units) related to the care of infants at an accredited institution AND six months of experience in a licensed infant care center or comparable group childcare program for children under five years of age.

**SPECIAL REQUIREMENTS:**

Any offer of employment is contingent upon the successful completion of a medical evaluation; meet all Child Care Center health requirements as required by California Code of Regulations, Title 22, Division 12, Article 6, and other applicable standards required of the Center. Hold and maintain valid CPR and first aid certificates. May need to hold a valid California Driver's License. If a valid California Driver's license is needed, it must be possessed and maintained in compliance with Los Rios Board Regulation R-8343 and employment would be contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

**KNOWLEDGE OF**

**All Levels:** Goals and objectives of Child Development Centers; applicable federal, state, and local laws and regulations; developmentally appropriate instructional methods including: child development theory, curriculum, group and individual teaching techniques; teaching others how to do something and using multiple approaches when learning or teaching new things; special needs of exceptional children and their parents; the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; effective customer service skills; how to compose effective correspondence; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; modern office practices, procedures and equipment

**Child Development Center Lead Teacher:** Licensing guidelines of California Code of Regulations, Title for operation of Child Care and Development programs in California; learning styles and characteristics of the child learner; activities appropriate for young children, classroom management, instructional techniques, and teaching results; basic principles of leadership, oversight and training.

**ABILITY TO**

**All Levels:** Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with children, parents, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; stay current with professional development activities required to maintain child development permit; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities and adapt to changing technologies; work successfully with diverse populations; teach others how to do something, using multiple approaches when learning or teaching new things; assess how well one is doing when learning or doing something; use logic and analysis to identify the strengths and weaknesses of different approaches.

**Child Development Center Lead Teacher:** Effectively train, assign and oversee the work of others.

**Physical and Environmental Factors:** The physical and environmental factors described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of the Child Development Center Teacher series, the employee is regularly required to talk and to hear. The employee is frequently required to stand; use hands and fingers to handle or feel objects, tools or controls; and to reach with hands and arms. The employee is frequently required to walk, sit, stoop, kneel, crouch, bend, taste, or smell. The employee must frequently lift and/or

move up to 40 pounds weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of a Child Development Center Teacher series, the employee may frequently be exposed to fumes or airborne particles and communicable diseases. The employee frequently works in outside weather conditions. The noise level in the work environment is usually moderate.

**TYPICAL EQUIPMENT USED (May include, but not limited to)**

Current office technologies including computers, printers, faxes, telephones and copiers; instructional materials, art media, kitchen stove, refrigerator, dishwasher, washing machine, and playground equipment; other equipment common to the field to which the position is assigned..