



TITLE	CLASSIFICATION	SALARY GRADE
CHILD CARE ASSOCIATE TEACHER	CLASSIFIED	GRADE: I
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under supervision, assists the Child Care Teacher in providing developmental care and supervision to children enrolled in the Child Care Program; models appropriate child care practices to Child Development lab students; and performs related work as required.

SCOPE:

The Child Care Associate Teacher implements age appropriate development programs for children under the guidance of the Child Care Teacher; provides nurturing and care to children; uses methods to ensure the health and safety of children under care.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assists with caregiving to children such as feeding, changing diapers, and naps.
2. Participates in the planning and implementation of curriculum.
3. Records observations and communicates developmental information to teachers and parents. May be required to complete developmental assessments.
4. Maintains clean and safe classroom environment.
5. Assists with supervision of student teachers, interns and short-term, non-continuing and student employees.
6. Monitors children for signs of child abuse and reports incidents of suspected abuse to appropriate authorities.
7. Serves as a contact, communicating information between teachers and parents.
8. Answers phones and provides routine information.

EMPLOYMENT STANDARDS

ABILITY TO:

Present classroom materials; teach and work with children 0-5; maintain accurate records; understand and follow oral and written communications; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Early childhood development and appropriate practices; specific subject matter in area to which assigned; materials, tools and equipment to be used in the classroom or laboratory setting; skills in establishing and maintaining effective communications with adults and children; and standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school and 12 semester units of Early Childhood Education coursework from an accredited school or college.

Experience:

Previous experience working in an educational setting at least 50 days, 3 plus hours per day within 2 years (equivalent to 2.5 months part-time).

Alternative Qualifications: Child Development Associate Credential earned in California or CCTC approved training.

LICENSE OR CERTIFICATE:

Must possess proof of training and/or current certificates in CPR and First Aid. Associate Teacher permit from the Commission on Teacher Credentialing preferred.

SPECIAL REQUIREMENTS:

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. Must be able to work safely in an environment containing biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases). Must pass fingerprint clearance test for all appropriate agencies (such as FBI, Department of Justice, and Child Abuse Index Services). Bilingual English/Spanish preferred.