



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

**JOB DESCRIPTION:**

Under general supervision, serves as a model teacher to student teachers; supervises student teachers, and confers with practicum lab instructor in providing written and verbal feedback and grading; provides developmental care and supervision for children enrolled in the Child Development Center; implements age appropriate curriculum for children; establishes and maintains supportive relationships with children and parents; and performs related work as required.

**SCOPE:**

The Child Care Master Teacher provides guidance to student teachers, Child Development interns, Child Care Associate Teachers, Child Care Teachers and student employees working in the Child Development Center; ensures consistent implementation of educational goals and program policies; and monitors children’s developmental and educational progress.

**DISTINGUISHING CHARACTERISTICS:**

The Child Care Master Teacher is distinguished from the Child Care Teacher by the minimum qualifications and responsibilities of training and evaluating student teachers.

**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. Provides model teacher training for students enrolled in Early Childhood Education program; supervises their projects and interactions in the classroom.
2. Observes, evaluates, and meets with student teachers.
3. Confers with other teachers and practicum instructor on the development and implementation of curriculum to ensure consistency of educational program.
4. Provides continuous supervision of children enrolled in Child Development Center; ensures health and safety of children.
5. Records daily observations of children’s behavior and activities; monitors behavioral patterns and develops assessments and profiles.
6. Organizes parent conferences and events; oversees scheduling of parent/teacher conferences to discuss children’s development.
7. Monitors children for signs of child abuse and reports incidents of suspected abuse to appropriate authorities.
8. Purchases supplies and materials for classroom use.
9. Attends training and professional conferences.
10. Supervises, trains and directs the work of students and short-term, non-continuing employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Implement a program based on sound principles of child development; interact positively with children and serve as an appropriate adult role model; meet Title 5 and Title XXII regulations; enforce and apply all laws, rules and regulations; read, understand and interpret standard official legal documents; communicate effectively in English; apply concepts of integrated curriculum development in a non-biased manner; give and follow written and oral instructions; exercise judgment and discretion in analyzing and resolving problems; maintain accurate and detailed records; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Current early childhood development and appropriate practices for infants, toddlers, and young children; nurturing, care giving and education of young children; concepts of integrated curriculum development and implementation; principles of observation and assessment of young children; solid foundation in other aspects of child development; principles of parent communication and support; 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:*

Possession of, or eligibility for, Child Development Master Teachers' Permit. The minimum requirement is 24 units in Early Child Development/Child Development including core courses and 16 General Education units and 6 specialization units and 2 adult supervision units.

Associate's Degree in Child Development is preferred.

#### *Experience:*

350 days of 3+ hours per day within 4 years teaching young children (equivalent to 1.5 years part-time). Teaching young children in a group setting preferred.

### **LICENSE OR CERTIFICATE:**

Child Development Master Teachers' Permit issued by the California Commission on Teacher Credentialing. Must possess proof of training and current certificates in CPR and First Aid.

### **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.