

**TITLE: Child Care Associate Teacher**

**CLASSIFICATION: Classified**

**SALARY GRADE: C05**

**SCOPE OF POSITION:**

Under general supervision, provides developmental care and supervision to children enrolled in the Child Development Center by implementing age-appropriate curriculum for children and establishing and maintaining supportive relationships with children and families. Models appropriate childcare practices for child development students, student and short term non-continuing (STNC) employees.

**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. Supports Child Care Teachers by providing supervision to children enrolled in the Child Development Center and student teachers enrolled in the practicum course.
2. Ensures health and safety of children. Maintains safe child to adult ratios and performs health/wellness and behavior checks of children.
3. Builds relationships with children and families. Communicates children's development, progression, daily interactions, concerns, and accomplishments.
4. Plans, adapts, and schedules age-appropriate curriculum. Stimulates children's abilities and development in cognitive, physical, social-emotional, language, and literacy. Modifies curriculum to meet the changing needs of children and families.
5. Maintains center, rooms, play areas, and indoor/outdoor classrooms and ensures they are clean, orderly, safe, and sanitary to childcare licensing requirements. Records daily observations of children's behavior and activities. Monitors behavioral patterns and develops assessments and profiles. Makes referrals to outside agencies for behavioral/developmental intervention if needed.
6. Monitors children for signs of child abuse. Reports incidents of suspected abuse to appropriate authorities. Maintains appropriate confidential records.
7. Supports student observers, volunteers, intern teachers, and short term non-continuing (STNC) employees.

**KNOWLEDGE OF:**

1. Early childhood development and developmentally appropriate principles and practices.
2. Specific subject matter in area to which assigned.
3. Materials, tools, and equipment used in the classroom or laboratory setting.
4. Relevant local, state, and federal rules and regulations, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology

## **TITLE: Child Care Associate Teacher**

### **ABILITY TO:**

1. Teach and work with children ages 0-5.
2. Maintain records.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

- Graduation from High School or GED.
- 12 units in Child Development/Early Childhood Education, including a minimum of 3 units of higher education coursework in infant/toddler care.
- Must meet Commission on Teacher Credentialing requirements for an Associate Teacher Permit.

### **EXPERIENCE:**

1 year of related experience working in an educational setting.

### **OTHER REQUIREMENTS:**

- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling 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 for all appropriate agencies (such as FBI, Department of Justice, and Child Abuse Index Services).
- Proof of Diphtheria, Tetanus, and Pertussis (DTaP or DTP) vaccination and the Measles, Mumps, and Rubella (MMR) vaccination or an Immunity Profile Test (Titer Test).
- Current and valid CPR and First Aid.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*