

CLASS TITLE: ASSOCIATE TEACHER

BASIC FUNCTION:

Under the general direction of the Director of Early Childhood Development Center, and Lead Teacher, provides care, supervision and learning activities of children enrolled in the infant and/or preschool components in accordance with school district policies and in compliance with Title 22 regulations administered by The Department of Social Service's Community Care Licensing.

DUTIES:

- Plan, organize, and implement the daily program for the children ensuring age appropriate and developmental curriculum for children in care.
- Establish a warm, caring, and stimulating environment for children to strengthen self-esteem, independence, and develop physical, cognitive, emotional, creative and social skills.
- Plan and supervise outdoor activities assuring a challenging yet safe experience.
- Involve families in student activities; provide information and referral services as needed; plan and conduct parent meetings as assigned; explain policies, procedures, rules and regulations as needed.
- Maintain classroom records regarding attendance, schedules, health and safety, and assessment; communicate with parents regarding daily activities and/or concerns.
- Charge and discharge children to parents and guardians; verify proper identification according to established procedures; note special instructions provided by parents or guardians.
- Perform daily health check of children; administer medication as directed; perform First Aid as necessary; contact parents as necessary; follow district and ECDC health policy.
- Assess and provide for the children's physical needs including holding, rocking, cleaning, diaper changing, toileting assistance, clothing, feeding, and nap and rest supervision; assist children with the development of self-help skills.
- Communicate openly and timely with Lead Teacher and Director.
- Perform routine clerical duties such as filing, duplicating and prepping instructional materials.
- Participate in meetings, conferences, in-service training programs, and parent education and involvement activities as assigned.
- Perform related duties as assigned

EDUCATION AND EXPERIENCE:

Associate Teacher will have a minimum of 12 semester units in Child Development including Infant/Toddler. **Three units in Supervision & Administration will be required upon initial hire, or within 12 months of hire.**

LICENSES AND/OR OTHER REQUIREMENTS:

Valid CPR and First Aid.

WORKING CONDITIONS:

Environment:

- Classroom and outdoor environment.
- Noisy at times.

Physical Demands:

- Standing for extended periods of time.
- Bending at the waist to assist students.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.

- Seeing to monitor student activities and behavior.
- Dexterity of hands and fingers to demonstrate activities and prepare materials.
- Lifting children and heavy objects.

Hazards:

- Exposure to communicable diseases.

TERMS OF EMPLOYMENT:

A valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district-contracted facility.

SALARY:

Placement on the Classified Salary Schedule, Range 14.