

## SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

### JOB TITLE: ASSOCIATE TEACHER, CHILD DEVELOPMENT PROGRAM

**REPORTS TO:** Child Development Program Coordinator or Director

**SUPERVISES:** No supervisory responsibilities

#### **DEFINITION:**

Provide supervision, care and social/learning activities to toddler and preschool-age children in a classroom environment. Assist in the preparation of instructional materials and development and implementation of lesson plans. Perform opening and closing functions for centers as assigned. Perform clerical duties.

#### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. Completion of twelve units in early childhood education including core courses, that fulfill the requirements for an Associate Teacher permit as issued by the Commission on Teacher Credentialing. Applicants who do not currently hold an Associate Teacher permit must be willing to apply for and obtain one within 130 days of employment.
3. One year experience working with preschool-age children in an organized setting
4. First Aid and CPR certification (provided by SLOCOE if needed) must be obtained within 130 days of employment.
5. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

#### **KNOWLEDGE AND ABILITY:**

1. Knowledge of principles and practices of early childhood education.
2. Knowledge of child guidance principles and practices.
3. Knowledge of classroom procedures and appropriate child conduct.
4. Knowledge of basic instructional methods and techniques.
5. Knowledge of safe practices in classroom and playground activities.
6. Knowledge of basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
7. Knowledge of age-appropriate behavior, child conduct and discipline strategies.
8. Knowledge of record-keeping and report preparation techniques.
9. Ability to communicate effectively both verbally and in writing.
10. Ability to communicate with parents and the community in a positive and supportive manner.
11. Ability to work with constant disruptions and challenging behaviors.
12. Ability to remain fair and consistent when dealing with groups of children.
13. Ability to work as a team player.
14. Ability to observe health and safety regulations.
15. Ability to administer first aid and CPR.
16. Ability to operate standard office and classroom equipment including a computer.
17. Ability to maintain regular and reliable attendance.
18. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
19. Ability to establish and maintain positive and effective working relationships with diverse populations.
20. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
21. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
22. Ability to deal with problems or issues involving several concrete variables in standardized situations.

## **ESSENTIAL FUNCTIONS:**

1. Provide supervision, care and learning activities to toddlers and preschool-age children in a classroom environment. Monitor activities, practices and activities. Provide children with appropriate **modeling**, emotional support, friendly attitude and general guidance. Oversee and interact with children during games, play and outings.
2. Assist a certificated teacher in the development and implementation of lesson plans, instructional materials and activities. Assist in ensuring developmentally appropriate learning activities comply with established curriculum standards.
3. Oversee activities in curriculum areas such as math, art and language arts. Assist children with classroom projects and activities. Work with children with language skills. Read books to students.
4. Demonstrate and model age-appropriate self-care skills, including dressing, hygiene, and manners, etc.
5. Monitor, assess and confer with supervisor concerning progress of children's skills, activities and behavior. Discuss children's progress with parents when requested by Site Supervisor. Resolve child discipline problems as directed.
6. Oversee and assist children and staff with snack, breakfast and lunch. Help with menu planning. Utilize basic food preparation equipment such as a microwave. Participate in the preparation and serving of food items. Assist children with eating activities. Assist children with washing hands and faces after play times and meals as needed. Set up before and clean up after serving of snacks and meals.
7. Oversee and assist with naptime.
8. Change diapers and accompany and assist children with toileting if needed.
9. May be required to perform opening and closing functions at a center when children are present, without a Site Supervisor on duty. May act as Center Leader if Site Supervisor is absent and a substitute is not available.
10. Provide classroom support to the teacher by setting up work areas and displays. Distribute and collect instructional materials, paper and supplies. Clean, set up, and set out toys and classroom equipment.
11. Ensure the health and safety of children by following health and safety practices and procedures. Maintain learning environment in a safe, orderly and clean manner.
12. Communicate with staff, administrators, parents and others to exchange information **regarding child** behavior and progress, coordinate activities and resolve issues or concerns.
13. Operate standard classroom and office equipment including a copier and computer as assigned. Perform clerical duties such as preparing, typing, duplicating and filing instructional materials.
14. Record daily attendance and maintain records and student files related to lesson plans, food programs, enrollment, attendance, emergency information and assigned activities.
15. Monitor inventory levels of classroom supplies. Order, receive and maintain appropriate inventory levels of supplies as assigned.
16. Provide routine first aid to injured children according to established procedures.
17. Attend and participate in meetings with classroom teacher and administrators regarding children's progress and behavior. Attend workshops and trainings to supplement knowledge of early childhood education.
18. Handle confidential information and materials with complete security.
19. Other duties as required within the scope and skill level of the classification.

## **ENVIRONMENT:**

Classroom and outdoor playground environment.

Constant interruptions.

## **PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate standard classroom equipment.
2. Sitting or standing for extended periods of time.
3. Bending at the waist, kneeling or crouching to assist children.
4. Seeing to read a variety of materials and monitor children's activities.
5. Hearing and speaking to exchange information.
6. Lifting, carrying, pushing or pulling heavy objects.

7. Physical agility to lift 25 lbs. to shoulder height and 50 lbs to waist height.

**HAZARDS:**

1. Potential for contact with blood and other body fluids.

Grade Allocation: 8
Adopted: 7/1/04
Revised: 11/17/04; 11/17/08; 2/24/16