

EARLY EDUCATION TEACHER

Purpose Statement

The job of Early Education Teacher is to supervise and guide infants and toddlers; working cooperatively to plan, coordinate, oversee and provide direction to Early Education Aides, ensure compliance with program requirements; assist with parent education programs; positively interact with families and others on a day-to-day basis.

Essential Functions

1. Provide essential care for infants and toddlers (e.g. diapering, toilet training, feeding) to care for the child and family's needs.
2. Assist in parent education under the direction of Early Education Lead (e.g. breastfeeding, bottle feeding, nutritional needs, SIDS, immunizations) to provide and support various areas of the program.
3. Observe, record, and report significant individual and group behavior with a chosen assessment tool. Share findings with families during conferences.
4. Instruct toddlers (e.g. art, science, music, housekeeping, story time, movement activities, toilet training) to improve the child's social/academic success and transition to preschool.
5. Maintain classroom equipment, work areas, children's files/records (e.g. Screening and Assessment tools, instructional materials, clean work area, kitchen area) to ensure availability of items and/or provide reliable information.
6. Monitor infant and toddler behavior to provide a safe and positive environment.
7. Participate in workshops, meetings, and community events to receive and/or present information about the program.
8. Organize and facilitate developmentally appropriate learning activities (e.g. indoor/outdoor, quiet/active activities) appropriate to age group to actively participate with children.
9. Prepare snacks, lunches, bottles, food to feed infants and toddlers and to ensure federal and state nutritional guidelines are met.
10. Respond to inquiries from a variety of sources to resolve issues, provide information and/or direction.

Other Functions

Assist other staff within the scope of their job classification as needed in order to support them in the completion of their work activities.

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; direct other staff within a small work unit; provide information and/or advise others. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: frequent lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience

Six (6) months experience in licensed Infant care facility or comparable program in early education.

Education

Twelve (12) Core ECE units (according to CA Community Care Licensing), including 3 units Infant/Toddler Development Course.

Required Testing

None Specified

Certificates & Licenses

First Aid/CPR with Health & Safety (16 Hours)

Children's Center Permit (or eligibility)

Continuing Education & Training

12 ECE Credits

21 hours professional growth yearly
to maintain Children's Center Permit

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

Health Screening

Proof of MMR, DTAP, and Influenza Vaccine (or waiver)

Mandated Reporter Clearance

Integrated Pest Management Certificate

Sexual Harassment Training

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 16