

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Child Care Teacher I	Range:	22
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for planning and implementing a campus child care instructional program; providing instruction and directing activities for children; preparing instructional materials; and maintaining a variety of reports.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Implements programs designed to meet the individual needs of children to include activities involving music, creative arts, language arts and literature, science and math; sets up and supervises learning activities geared toward preschool children.
2.	Observes and assesses the development of children to ensure classroom activities meet their needs; observes and provides assessments of children's development.
3.	Provides information to parents regarding the program and communicates regularly about children's development and child rearing practices.
4.	Ensures safety of children by observing and directing their behavior according to approved policies; educates children on health and safety practices; assists children with personal hygiene activities such as toileting and washing hands.
5.	Maintains safe and clean environment; cooks and serves meals and snacks; performs light housekeeping and sanitizing of surfaces, bathrooms, supplies and equipment.
6.	Prepares and maintains variety of records and reports related to the program.
7.	Attends and participates in a variety of meetings, educational conferences, parent-teacher conferences, seminars and open houses.
8.	Communicates and advises parents, staff and students on various child-related issues; consults with professionals regarding children's development and concerns; communicates with faculty, as applicable, on student progress and related instructional issues.
9.	Creates and maintain records and files; assists parents in registering their children; prepares attendance records.
10.	Orders and maintains various equipment, supplies, and materials as needed; maintains equipment as needed.
11.	Trains and provides work direction and guidance to others as directed.
12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

Performs services as required by grant programs, such as home visits, as needed.

WORKING RELATIONSHIPS

The Child Care Teacher I maintains frequent contact with staff and students, parents, and children enrolled at the Center.

EDUCATION AND EXPERIENCE

Completion of a minimum of twelve (12) semester units of course work in early childhood education/child development (exclusive of field work) including at least one course in each of the following core areas:

- Child/human growth and development;
- Child, family and community, or child and family relations;
- Programs/curriculum.

AND

Fifty days of experience in an instructional capacity in a child care development program, working at least three hours per day within the last two years.

OR

Alternative equivalent qualifications which meet the eligibility requirements for the Child Development Associate Teacher Permit, as specified by the California Commission on Teacher Credentialing.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of current concepts used in Early Childhood Education
Knowledge of District organization, operations, policies and objectives
Knowledge of applicable statutes and regulations
Knowledge of organization, policies, and rules of assigned department or program
Knowledge of basic child psychology and development
Knowledge of curriculum planning for child development programs
Knowledge of methods of observing, evaluating and recording child behavior
Knowledge of materials, tools and equipment to be used in the early childhood development
Knowledge of health and safety regulations and practices
Knowledge of record-keeping techniques
Ability to create learning environment and implement activities in accordance with established curriculum
Ability to plan and provide basic instruction and activities appropriate to students and young children
Ability to interact with children in a manner characterized by warmth, personal respect, individuality, support and responsiveness
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others
Ability to train and provide work direction to staff and students.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

SPECIAL REQUIREMENTS

A valid California Driver's License may be required
Certification in CPR, First Aid, and Preventative Health Practices
Must meet applicable Federal and State licensing requirements
Must pass fingerprint clearance test for all appropriate agencies (such as FBI, Department of Justice, Child Abuse Index Services)

WORKING CONDITIONS

College or District child care center; indoor and outdoor environment; possible residential "field" environment; 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; subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases).

May require the use of personal automobile or District vehicle in the performance of duties.
