



~~PRESCHOOL/INFANT/TODDLER TEACHER~~ CHILD DEVELOPMENT CENTER TEACHER

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BASIC FUNCTION

Under the direction of an assigned supervisor, implement and provide child development programs, lesson plans, and curriculum for the care and social, emotional, physical, and cognitive development of preschool, toddler, and infant children.

DISTINGUISHING CHARACTERISTICS

This classification is unique from other classifications in that it requires education and experience in child development and early childhood education to perform the tasks and duties of operating a child development center and providing for the development and care of preschool, toddler, and infant children.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Plan, oversee, and implement daily preschool or infant/toddler instructional activities according to established policies, licensing regulations, and philosophy of the school.
2. Participate in and implement child development programs deemed appropriate by the California Department of Education.
3. Plan, develop, and implement developmentally appropriate lesson plans based on the individual needs of the children according to the assessments. Provide an enriched learning environment conducive to the development of each child.

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4. Provide a safe and healthy environment for children; identify and correct safety hazards; report faulty or malfunctioning equipment; provide first aid to ill and injured children; clean and sanitize classroom and play area equipment.
5. Train and provide technical and functional guidance to field study students, work study students, parent volunteers, and others as required.
6. Explain the preschool and infant toddler program, rules, and regulations to visitors, parents, and others.
7. Plan, implement and revise daily activities in the classroom and on the playground.
8. Participate in physical care of preschool and infant/toddler children; oversee and participate in the preparation and serving of meals and snacks; change diapers and toilet train children as required.
9. Conduct parent conferences and prepare written assessments of the developmental progress of assigned children as specified by California Department of Education.
10. Attend staff development activities, workshops, and conferences; conduct special training and share information with co-workers.
11. Perform job related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Principles of child development for preschool, toddlers, and infant children.
- Preparation of lesson plans.
- Evaluating and guiding child behavior and development.
- Safety practices in the classroom and playground activities.
- Basic operation of computers and related peripheral equipment.
- Basic principles of training and work direction.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

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Skills and Abilities To:

- Apply child development activities and practices.
- Understand, relate to, and guide child behavior and development.
- Write and implement child development curriculum and lesson plans.
- Operate office equipment and applicable software.
- Train, advise, and provide direction to student teachers and employees.
- Exercise good judgment, tact, courtesy, and patience.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Maintain records and prepare reports.
- Work independently with little direction or supervision.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

Associate degree in Child Development or Early Childhood Education or related field, with one (1) year of supervised field experience in an early childhood education setting.

Certificates, Licenses, Special Requirements:

Possession of certification as a licensed child development teacher by the state of California.

Possession of current first aid and cardiopulmonary resuscitation (CPR) certification.

Assignment to the infant/toddler program requires six (6) units in Infant/Toddler child development.

Certain assignments may require possession of a California Food Handler’s Card.

Certain assignments may require a valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees’ values align with our District’s mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

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WORKING CONDITIONS

Work Environment:

Office and outdoor environment.

Physical Demands:

Must possess mobility to work in classroom and playground setting, use playground and standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Must possess the physical stamina to bend, stoop, kneel, reach, climb, walk, and run on uneven surfaces to participate in instructional and care activities; and push and pull drawers open and closed to retrieve and file information. Exposure to bodily fluids when tending to children first aid or hygiene. Employees must possess the ability to lift, carry, push, and pull materials, objects, and children up to 45 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in an environment of frequent interruptions and noise created by children; effectively handle child behavior in stressful situations; communicate effectively by phone, in writing, and in person with others; working multiple tasks concurrently; effectively process information to make sound judgements and decisions; interact with upset children, parents, and staff in interpreting and enforcing departmental policies and procedures.

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