



City of Carson Report to Mayor and City Council

August 7, 2012
New Business Consent

SUBJECT: RESOLUTION NO. 12-080 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE REVISED EARLY CHILDHOOD INSTRUCTOR JOB SPECIFICATION

J. Acosta by *[Signature]* *David C. Biggs*
Submitted by Jacquelyn Acosta Administrative Services General Manager
Approved by David C. Biggs City Manager

I. SUMMARY

The State of California Commission on Teacher Credentialing has upgraded the requirements for Early Childhood Classroom Instructors by requiring them to acquire and maintain a valid "Child Development Teacher Permit." The attached resolution and revised job specification for Early Childhood Instructor conform to these state mandated requirements.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 12-080, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE REVISED EARLY CHILDHOOD INSTRUCTOR JOB SPECIFICATION."

III. ALTERNATIVES

Take any other action deemed appropriate.

IV. BACKGROUND

In accordance with the City's Municipal Code, job specifications must be adopted by the City Council in order to establish the essential job duties, knowledge, skills, and abilities, and minimum qualifications that are required for each City position. The State of California Commission on Teacher Credentialing recently mandated the upgrading of the classroom instructor requirements for licensed early childhood development facilities to require these classroom instructors acquire and maintain a valid state issued "Child Development Teacher Permit." The City of Carson currently employs four (4) full-time Early Childhood Instructors and three (3) part-time instructors. Five (5) of them currently hold the state required "Child Development Teacher Permit," the remaining two (2) Early Childhood Instructors have obtained all of the underlying requirements for the permit and are in the application process. They expect to be receiving their permits this month. The revised job specification has been reviewed by AFSCME, Local 809 and they are in agreement with the recommended changes.

V. FISCAL IMPACT

None

VI. EXHIBITS

1. Resolution No. 12-080 (page 3)
2. Revised Job Specification for Early Childhood Instructor (pages 4-5)

Document1

Prepared by: Duane K. Munson, Human Resources Officer

TO:Rev04-23-12

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

Action taken by City Council

Date_____ Action_____

RESOLUTION NO. 12-080

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION
PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE REVISED
JOB SPECIFICATION FOR THE EARLY CHILDHOOD
INSTRUCTOR.**

WHEREAS, the Human Resources Officer is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the City Manager and the affected General Managers, which becomes effective upon approval by the City Council.

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Human Resources Officer consults with the City Manager, affected General Manager and affected recognized employee organizations.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The job specifications for Early Childhood Instructor (Salary Range 330 – \$3,230-\$4,121), assigned to the American Federation of State, County and Municipal Employees Union (AFSCME), Local 809, are hereby adopted.

PASSED, APPROVED and ADOPTED this 7th day of August, 2012.

Mayor Jim Dear

ATTEST:

City Clerk Donesia L. Gause

APPROVED AS TO FORM:

City Attorney

EARLY CHILDHOOD INSTRUCTOR

Job Summary:

Under general supervision, provides appropriate educational, developmental and enrichment learning experiences for preschool age children; develops lesson plans and prepares instructional materials.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes and provides educational and developmental activities and experiences for preschool age children, including basic concepts, visual and auditory discrimination, physical/motor development, language/literacy, creative arts, social studies, math development and science concepts based on age appropriate curriculum.
2. Prepares and develops lesson plans and instructional materials for classroom use.
3. Provides a safe and positive learning environment for preschool children; maintains instructional areas in a neat, clean and orderly condition.
4. Develops and utilizes specialized instructional materials and equipment.
5. Meets with parents to evaluate and discuss student progress, behavior and development.
6. Assesses classroom needs; requisitions supplies, educational materials and equipment in accordance with established guidelines.
7. Plans, conducts and supervises students and parent volunteers on educational and enrichment excursions.
8. Promotes and participates in a variety of community and classroom activities and events, including parent participation.
9. Assists in selecting and training, and supervises classroom assistants.
10. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Associate's degree in child development or early childhood and one (1) year of full-time, paid teaching experience in a licensed day care. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Early childhood (ages 3, 4, and 5) development theory and practice.
- State laws pertaining to preschool education.
- Principles of supervision and education of preschool children.
- Methods and techniques of developing lesson plans.
- Child abuse reporting laws.
- General record keeping practices.

Skill and Ability to:

- Develop, plan, organize and instruct classes for preschool age children.
- Learn and apply first aid and safety techniques and practices.
- Establish and maintain effective working relationships with others.
- Effectively communicate both orally and in writing.
- Maintain accurate records.

License and Certificates:

Possession of valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Possession of a State of California mandated Child Development Teacher Permit and valid Red Cross Standard Certificates in Child Care First Aid and child CPR required at the time of application. Verification of a negative TB test or chest x-ray. Must pass fingerprint clearance test for all appropriate agencies, (FBI, Department of Justice, Child Abuse Index Services, etc.).

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require the ability to stand for long periods.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to travel within and out of city boundaries for educational and enrichment excursions.

