

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 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.