



For the future of every student

CLASS TITLE: CHILD CARE TEACHER – INFANT / TODDLER

BASIC FUNCTION:

Under the general supervision of an assigned supervisor, provides a quality educationally oriented infant and toddler care program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide a variety of experiences to enhance children's school readiness.

Plan for and provide daily programs of activities appropriate to the developmental level of the children.

Develop and plan a safe and secure environment. Ensure that the needs of the infants and toddlers are met.

Provide for and assure the safety and well-being of children during learning, outdoor and child care activities; observe and control child behavior in accordance with established policies and procedures.

Prepare and complete developmental assessments.

Plan and conduct a daily program of supervision and secure atmosphere.

Monitor aides, volunteers and other personnel assigned to the center.

Communicate with parents through a variety of means.

Conduct parent teacher conferences.

Communicate concerns to Site Leader regarding infants and toddlers.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Educational and program trends and research activities related to the development of infants and toddlers.

Child development, growth and learning.

The culture of the community.

Methods relating to family needs of enrolled children, including understanding of Social Service agencies.

Record keeping methods.

District policies and procedures.

Appropriate safety precautions and procedures.

ABILITY TO:

- Work in collaboration with assigned supervisor and Site Leader.
- Maintain accurate and current records.
- Maintain confidentiality of information.
- Understand and carry out oral and written instructions.
- Assume responsibility and use good judgment.
- Establish and maintain effective and efficient relationships with those contacted in the course of work.
- Establish and maintain an ongoing collaboration with parents.
- Plan developmentally appropriate activities for infant and toddlers.
- Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

24 units of Early Childhood Education (ECE)/Child Development (CD) including: core courses* and at least 3 postsecondary semester or equivalent quarter units related to the care of infants, at an accredited or approved college or university plus 16 General Education units; and 175 days of experience in an instructional capacity in a child care and development program, working at least 3 hours per day within the last 4 years.

* core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. Must have a minimum of three semester units or four quarter units in each of the core areas

The above may be substituted with the following: an AA or higher degree in ECE or a related field including at least 3 postsecondary semester or equivalent quarter units related to the care of infants, at an accredited or approved college or university; and 3 semester units of supervised field experience in an ECE setting and CTC approved training.

LICENSES AND OTHER REQUIREMENTS:

- Valid and current Child Development Teacher Permit. (Must complete 105 hours of professional growth in each five year period to renew permit.)
- Valid CPR and First Aid certificates.
- Some positions may require the ability to speak, read, and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Infant and toddler classroom and outdoor environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist children.
- Seeing to read a variety of materials and monitor children activities.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.
- Lift and carry children or other objects weighing up to 50 pounds.

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