

## EARLY CHILDHOOD INSTRUCTOR

### Job Summary:

Under direct supervision of Early Childhood Director Supervisor and general supervision of the Human Services Manager, provides appropriate educational, developmental and enrichment learning experiences for preschool-age children; develops lesson plans and prepares instructional materials. Educate and inform as well as instructs parents on early childhood development concepts; assist in developmental assessments; organize and set up education and play materials for classroom and performs related duties as assigned.

### 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. Observes and inspect program areas to ensure safe and proper use of facilities and equipment.
4. Develops and utilizes specialized instructional materials and equipment.
5. Meets with parents to evaluate and discuss student progress, behavior and development. Collaborate with parents in providing an individualized educational program for child as needed their children at home.
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.
11. Monitors and updates maintains required confidential records of students' personal information including but not limited to daily attendance, monthly enrollments, progress reports and disciplinary procedures.
12. Prepares snacks and serves meals for students as needed.
13. Performs related duties as required.

### Qualification Guidelines:

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

- Must possess a valid State of California Child Development Permit at the Teacher level (or higher) and maintain throughout tenure of employment.

- Possession of valid California Class C driver's license.

**Education and/or Experience:**

- Bachelor's Degree in Early Childhood Education/Child Development (ECE/CD); or if in a related field must including three (3) units of administration and supervision of Early Childhood programs; and:
- Completion of twelve semester units of Early Childhood Education or Child Development coursework. Coursework must be completed at an accredited or approved college or university and three (3) units of Child Growth and Development.
- Completion of three semester units of supervised field experience in an Early Childhood Education setting.
- Valid State of California Child Development Master Teacher Permit.
- One (1) year of full-time, paid lead teaching experience in a licensed daycare. 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 recordkeeping practices.
- Utilize computer software programs including, but not limited to: ActiveNetRecPre and Microsoft Office Suite.
- Safe work practices.
- Modern office equipment experience: Microsoft Word, Microsoft Outlook, Internet Explorer.

**Skill and Ability to:**

- Develop, plan, organize and instruct classes for preschool age children.
- Learn and apply first aid and safety techniques and practices. Must possess valid American Red Cross Standard Certificates in Adult and Pediatric First Aid/CPR/AED required at the time of application, and maintain throughout tenure of employment
- Establish and maintain effective working relationships with others.
- Effectively communicate both orally and in writing.
- Maintain accurate records and effectively prepare evaluations, surveys, and class assessments.
- Ensure implementation of Department Blue Print, Purpose-Driven Program (P.D.P.) method of planning implementing, and evaluating events/programs.

• 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 Adult / Child Care First Aid and child CPR required at the time of application. Valid State of California Child Development Master Teacher Permit. Must possess a valid State of California Child Development Permit at the Teacher level (or higher) and maintain throughout tenure of employment. Verification of a negative TB test or chest x-ray. Must pass required pre-employment test and DOJ LiveScan 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:

- Vision to read small print (which may be corrected).
- ~~The~~ Mobility to stand, stoop, reach and bend.
- ~~The~~ Ability to stand for long periods.
- ~~The~~ Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Ability to 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.