

RESOLUTION NO. 19-106

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

**WHEREAS**, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a "mutual obligation" to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

**WHEREAS**, the Director of Human Resources and Risk Management 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 affected Directors, which becomes effective upon approval by the City Council; and

**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 Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

**WHEREAS**, the City of Carson desires to update the existing classification specification of **EARLY CHILDHOOD INSTRUCTOR** to provide a current and accurate description of the various duties performed by said position; and

**WHEREAS**, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **EARLY CHILDHOOD INSTRUCTOR**.

**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 revised classification specification for **EARLY CHILDHOOD INSTRUCTOR**, attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted. *THE ADOPTION OF THE JOB SPECIFICATIONS OF THESE CLASSIFICATIONS IS SUBJECT TO THE COMPLETION OF THE MEET CONFER PROCESS OR IMPASSE.*

**Section 3.** The City Clerk shall certify to the adoption of this resolution and deem it effective as of May 14, 2019, the same shall be in force and effect.

**PASSED, APPROVED and ADOPTED** this 14<sup>h</sup> day of May, 2019.

\_\_\_\_\_  
**MAYOR ALBERT ROBLES**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK DONESIA GAUSE**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES   ) ss.  
CITY OF CARSON               )

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 19-106 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 14<sup>th</sup> day of May 2019, and that the same was passed and adopted by the following vote:

**AYES: COUNCIL MEMBERS:**

**NOES: COUNCIL MEMBERS:**

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: \_\_\_\_\_  
City Clerk

## EARLY CHILDHOOD INSTRUCTOR

### Job Summary:

Under direct supervision of Early Childhood 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 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 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.

### Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class 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 related field including three (3) units of administration and supervision of Early Childhood programs.
- 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: RecPro 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. 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:

- 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.