

## EARLY CHILDHOOD INSTRUCTOR

### **Job Summary:**

Under direct supervision of Early Childhood Director, provides appropriate educational, developmental and enrichment learning experiences for preschool-age children; develops lesson plans and prepares instructional materials. Educate and inform parents on early childhood development concepts.

### **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 positive learning environment; 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 as needed.
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 as follows:

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

### **Education and/or Experience:**

- Bachelor's Degree in Early Childhood Education/Child Development (ECE/CD); or if in a related field must include 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.
- Completion of three semester units of supervised field experience in an Early Childhood Education setting.
- 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: ActiveNet and Microsoft Office .

**Skill and Ability to:**

- Develop, plan, organize and instruct classes for preschool age children.
- 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. 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. Must pass required pre-employment test and DOJ LiveScan.

**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.