



Classification Title: Assistant Teacher

Department: Early Childhood Education Lab School

EEO6 Code: N/A

Employee Group: Certificated Hourly, Short-Term or Student Employee

Salary Grade: Grade A

Supervision Received From: Dean, Instructional, Social and Behavioral Sciences

Date of Origin: 1999

Supervision Given: None

Last Revision: July 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Assists in planning, implementing, and evaluating a daily curriculum of developmentally appropriate activities for young children; assists in supervising the children at all times ensuring their safety and well-being. Assists Associate Teacher, Teacher, Master Teacher, or Site Supervisor in a classroom of young children 18 months to 5 years or serves as a substitute during the absence of Teachers, Associate Teachers, Assistant Teachers, and/or short-term or student workers. Assists in maintaining a developmentally appropriate child-centered program.

DISTINGUISHING CHARACTERISTICS.

1. Receives additional oversight from Associate Teacher, Teacher, Master Teacher, Site Supervisor, and/or Coordinator and the Assistant Superintendent/Vice President, Instruction.
2. Assistant Teachers cannot be left alone with children, except when approved by Community Care Licensing regulations.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Supervises and directly interacts with children both inside and outside of the classroom; implements a program that meets the needs of children, families and staff.
2. Develops and implements conflict management and problem-solving strategies with children; assists children in identifying and verbalizing concerns and issues and helps them identify compromises and solutions to those issues.
3. Assists with nutritional and food handling guidelines; utilizes appropriate food handling procedures; follows all safety precautions to avoid contamination or food spoilage and choke hazards.
4. Assists children with hygiene procedures as necessary; follows universal health precautions; follows a written plan for dealing with blood or bodily fluid spills; maintains accepted standards of cleanliness and sanitation of program facilities.
5. Assists in the observation and documentation as well as the written assessment and evaluation of children's growth and development.
6. Follows procedures for child abuse reporting as mandated by law.

Marginal Functions:

1. Participates in staff meetings.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

1. Required: None.
2. Preferred: Some experience working with young children, i.e. in a classroom environment; as a nanny; caring for young children.

Education/Training:

1. Required: 6 units in Child Development or Early Childhood Education from an accredited college or university.
2. Preferred: An additional 3 to 6 units in Child Development or Early Childhood Education from an accredited college or university, including child growth and development and child, family and community.

Licenses/Certificates:

1. Possession of, or ability to obtain, a Child Development Assistant Permit or higher.
2. Possession of, or ability to obtain, a valid, appropriate pediatric cardiopulmonary resuscitation (C.P.R.) certificate.
3. Possession of, or ability to obtain, a valid, appropriate first aid certificate.

Knowledge of:

1. Ages and stages of child development and the developmental assessment process.
2. Pertinent federal, state and local codes, laws and regulations.
3. Health and safety regulations for child care.
4. Principles and procedures of emergency first aid and C.P.R.

Skill in:

1. Maintaining confidentiality of child/family conversations, records, and reports.
2. Interpersonal communications and negotiation and conflict resolution.
3. Communicating clearly and concisely, both verbally and in writing.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Maintaining physical condition appropriate to the performance of assigned duties and responsibilities.
6. Administering first aid and/or C.P.R. to children as needed.

WORKING CONDITIONS.

Environmental Conditions: Early childhood classroom indoor and outdoor yard spaces with young children 18 months to five years old; exposure to bodily fluids and odors; potential exposure to childhood communicable diseases, potentially hazardous chemicals, and stressful classroom situations, including, but not limited, to children crying, yelling, and screaming; exposure to computer screens; contact with children, other staff, and college students on a daily basis.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for standing, walking, bending, squatting, kneeling, sitting on the floor and in child-sized chairs for frequent periods and/or prolonged times throughout the day; occasional running; moderate lifting of children and materials; moving equipment and furniture (child-sized); visual and auditory acuity to supervise young children in a classroom and yard setting.

TERMS OF EMPLOYMENT.

All positions within this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding. Successful hire is contingent upon completion of a criminal background check, a negative tuberculosis (TB) test and required immunizations for pertussis and measles. Influenza immunization is optional.