



Classification Title: Associate Teacher

Department: Early Childhood Education Lab School

EEO6 Code: N/A

Employee Group: Certificated Hourly Employee

Salary Grade: Grade B

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

Date of Origin: 1999

Supervision Given: Assistant Teacher

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 children at all times ensuring their safety and well-being. Assists 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 student workers. Maintains a developmentally appropriate child-centered program.

DISTINGUISHING CHARACTERISTICS.

1. Receives additional oversight from Teacher, Master Teacher, Site Supervisor, and/or Coordinator and the Assistant Superintendent/Vice President, Instruction.
2. Associate Teachers can be left alone with children.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Substitutes for absent staff members.
2. 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.
3. 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.
4. 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.
5. Assists children with hygiene procedures as necessary; follows universal health precautions; follows a written plan for dealing with blood or bodily fluid spills, and ensures that Assistant Teachers understand and follow as well.
6. Maintains accepted standards of cleanliness and sanitation of program facilities.
7. Designs, creates, and maintains a predictable yet flexible environment.
8. Assists in the observation and documentation as well as the written assessment and evaluation of children's growth and development.
9. Maintains up-to-date records on children and/or families.
10. 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: At least 50 days (three or more hours per day within two years) in a childcare setting.
2. Preferred: Six months of experience working with young children in a childcare setting.

Education/Training:

1. Required: 12 units in Child Development or Early Childhood Education from an accredited college or university, including child growth and development, child, family and community, and at least one program/curriculum class.
2. Preferred: An additional six to 12 units in Child Development or Early Childhood Education from an accredited college or university, including infant/toddler, curriculum, guidance, and/or health/safety/nutrition.

Licenses/Certificates:

1. Possession of, or ability to obtain, a Child Development Associate Teacher 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 skills.
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, 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.