

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TEACHER-CHILD DEVELOPMENT CENTER/LAB SCHOOL

RANGE: 16

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION:

Under the direction of the Director, Child Development Center, assist in providing a safe and stimulating environment that supports the optimal growth and development of each child at the Child Development Center, serve as a role model for assistant teachers, student teachers, service learners, and observers in demonstrating and providing mentoring on developmentally appropriate methods and practices.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Design, plan, and implement learning environments and daily schedule of the classroom to include cognitive development, creative expression, physical motor development, social and emotional development, and multicultural experiences. **E**
2. Work with assistant teachers and student teachers to ensure a continuous quality program. **E**
3. Prepare to support and help provide a well-organized program each day. **E**
4. Share responsibility for classroom activities with the assistant teacher. **E**
5. Encourages family participation in children's activities; provides information about community resources to parents including health, social services. **E**
6. Communicate directly with parents and provide guidance and assistance to them as needed. **E**
7. Maintain a clean, safe, and healthy classroom environment. **E**
8. Observe and provide feedback on the quality of interactions between mentees and children. **E**
9. Attend staff meetings and contribute as requested and appropriate. **E**
10. Participate in professional development opportunities. **E**
11. Follows procedures for child abuse reporting as mandated by law. **E**
12. Substitutes for absent staff members. **E**
13. Perform related duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Preschool curriculum.
- Theories and principles of early childhood development, including the fundamental principles of the Reggio Emilia approach.
- Methods used to document children's work include computer skills, photography, and various media/languages (clay, paint, wire, music, dance, and movement).
- Age-appropriate behaviors and expectations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Applicable laws, codes, state regulations and accreditation, policies, and procedures.

ABILITY TO:

- Perform classroom duties of Teacher during assigned hours.
- Communicate with and resolve issues from students and parents.
Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Plan and organize work.
- Work with and exhibit sensitivity to and understanding the diverse racial, ethnic, disabled, sexual orientation, and community college students' cultural populations.
- Applicable laws, codes, state regulations, and accreditation, policies, and procedures.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to: an Associate degree in Early Childhood Education or related field, **INCLUDING** three (3) semester units of supervised field experience in an Early Childhood Education setting.

LICENSES AND OTHER REQUIREMENTS:

Incumbents must meet the requirements for a Child Development Teacher as prescribed by the State.

Possession of valid Pediatric CPR and First Aid certificates.

Tuberculosis (TB) test clearance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Teacher-Child Development Center/Lab School - *Continued*

The conditions herein represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a Children’s Center and outdoor environment with frequent interruptions and distractions; contact with children and parents; contact with blood and other body fluids.

Physical: Primary functions require sufficient physical ability and mobility to work in a Children’s Center; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight and to lift moderately heavy children; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Created: March 1998
Ewing & Company

Revised: June 2024
Human Resources