

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT TEACHER-CHILD DEVELOPMENT CENTER/LAB SCHOOL

SUMMARY DESCRIPTION

Under the direction of a Teacher-Child Development/Lab School and supervision of the Director of the Child Development Center/Lab School, assist Teachers in the provision of a safe and stimulating environment that supports the optimal growth and development of each child.

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. Maintain assigned areas in a safe, clean, and orderly condition; ensure compliance with established District and Child Development Center/Lab School safety procedures and regulations. **E**
2. Set up and clean up classrooms, outdoor play areas, workroom, and kitchen as needed. **E**
3. Assist in observations, assessments, and documentation of children's development. **E**
4. Assist children with toileting and/or diapering as required. **E**
5. Attend required staff meetings. **E**
6. Participate in professional development opportunities. **E**
7. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Preschool curriculum.
Basic theories and principles of early childhood development.
Basic principles, practices, and procedures used in child care programs.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Basic recordkeeping techniques.
Applicable laws, codes, regulations, policies, and procedures.

Ability to:

Communicate effectively with children, parents, staff, and students.
Demonstrate effective interaction and guidance techniques with children in accordance with the Child Development Center/Lab School philosophy.
Learn the policies, procedures, activities, and programs of the Child Development Center/Lab School.
Understand and follow oral and written directions.
Perform classroom duties of a Teacher in his/her absence.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: completion of 12 units of Early Childhood Education in a child development program.

LICENSE OR CERTIFICATE

Incumbents must meet the requirements for a Child Development Assistant Teacher as prescribed by the State of California and the fingerprint requirements as prescribed by the Department of Social Services.

Possession of CPR and First Aid certificates.

TB test clearance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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.