

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TEACHER-CHILD DEVELOPMENT CENTER/LAB SCHOOL

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

Implement the child development program in a manner that reflects the philosophy of the school. *E*

Maintain a clean, safe and healthy classroom environment. *E*

Communicate directly with parents and provide guidance and assistance to them as needed. *E*

Share responsibility for classroom activities.

Prepare to support and help provide a well organized program each day.

Attend staff meetings and contribute as requested and appropriate.

Conduct home visits and conferences as assigned.

Participate in professional development opportunities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Preschool curriculum.

Theories and principles of early childhood development.

Age-appropriate behaviors and expectations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, regulations, 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 time lines.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate of Arts or Sciences or higher in Early Childhood Education or related field, with three 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.

WORKING CONDITIONS:

ENVIRONMENT:

Children's Center and outdoor environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching.

Lifting moderately heavy children.

HAZARDS:

Contact with blood and other body fluids.

APPROVED BY THE GOVERNING BOARD ON MARCH 11, 1998 .