

HIGHLANDS RECREATION DISTRICT • JOB DESCRIPTION

ADOPTED BY THE GENERAL MANAGER	AUGUST 2011	JOB TITLE EARLY EDUCATION TEACHER	NON-EXEMPT
<p>Definition:</p> <p>Under the direct supervision of the Early Education Director, as well as, the Head Teacher. Supervise and/or facilitate activities or areas to provide positive learning experiences for the Early Education children.</p> <p>Distinguishing Characteristics:</p> <p>The Early Education Center is an infant and preschool center providing group care to children and is governed by the provisions specified in the California State Care Regulations.</p> <p>Typical Duties:</p> <p>Aides in the daily classroom operation. Maintains a cooperative relationship with all other staff members, parents and children in order to create a harmonious and efficient environment. Interfaces in a positive manner with parents to keep them informed. Establishes a positive partnership with all parents. Refers questions and concerns to the Head Teacher and/or the Early Education Director as appropriate; Implements developmentally appropriate curriculum as directed by the Head Teacher and Early Education Director; Maintains age appropriate standards for children's behavior using non-punitive methods which teach self-discipline while supporting children's self esteem; Supervises and/or facilitates curriculum activities or areas to provide positive learning experiences for the Early Education children; Maintains a safe and orderly environment by arranging or performing repair/replacement of equipment and regular cleaning of program areas and classroom items. Provides and coordinates careful and concentrated supervision of play areas to insure children's safety and learning; Performs basic first aid as necessary ; Attends all monthly mandatory staff meetings and training sessions; Participates in earthquake and fire evacuation procedures; Prepares snack and art and clean up procedures daily ; Communicates with the Head Teacher and/or the Director regarding difficult individual child behavior, potential or real health and safety concerns.</p> <p>Qualifications:</p> <p><u>Knowledge of:</u> Early Childhood Education, Child Development, Child, Family and Program Curriculum, Physical Education which includes but is not limited to, indoor and outdoor activities relevant to preschool age children.</p> <p><u>Ability to:</u> Work with adult staff and parents, Ability to carry out curriculum planned by the Head Teacher. Adapts easily to changing situations.</p> <p><u>Experience:</u> Minimum of six months of work experience in a licensed child care center and previous teaching experience.</p> <p><u>Education:</u> High School Diploma and 12 semester units in Early Childhood Education or Child Development from an accredited college or university, including Infant Care.</p> <p><u>Additional Requirement:</u> Strong verbal skills are required. Possession of or ability to obtain a valid Class C California Driver's License.</p>			

EARLY EDUCATION TEACHER • JOB SPECIFICATIONS

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the Job Descriptions. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direct supervision of the Early Education Director and the Head Teacher. Aides in the daily operation of the classroom, providing a safe and developmentally appropriate environment.

DISTINGUISHING CHARACTERISTICS

The Early Education Center provides group care to children from 3 months through age 5 and is governed by the provisions specified in the California State Care Regulations.

SUPERVISION RECEIVED AND EXERCISED

Under the direct supervision of the Early Education Director and the Head Teacher. Supervises all children in the program.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS-

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

1. Aides in the daily classroom operation.
2. Ensure children are supervised and safe at all times.
3. Interfaces in a positive manner with parents to keep them informed.
4. Refers questions and concerns to the Head Teacher and/or Early Education Director as appropriate.
5. Participates in the planning and implementation of the program curriculum as directed by the Head Teacher and/ or the Early Education Director.
6. Maintains a safe and orderly environment by arranging repair/replacement of equipment and regular cleaning of program areas and classroom furniture and items.
7. Attends all monthly mandatory staff meetings and training sessions.
8. Promotes situations that build positive self-esteem
9. Maintains standards for children's behavior using non-punitive methods which teach self-discipline while supporting children's self esteem.
10. Continues his/her own professional growth through reading, workshop participation, or other appropriate means.
11. Performs basic first aid.
12. Communicates in a clear and effective manner.
13. Handles multiple tasks simultaneously.

14. Comforts children.
15. Provides positive guidance.
16. Acts as a positive role model.
17. Creates an environment for children to feel safe, secure and comfortable.
18. Interacts with children in a positive learning manner by singing songs, reading books and playing games.

Marginal Functions:

1. Performs janitorial tasks as needed.
2. Assists children in potty training
3. Other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Safe and appropriate activities for children. Child Development, Child, Family and Program Curriculum, Recreation, Physical Education which includes but is not limited to, indoor and outdoor sports activities relevant to preschool- age children. Customer service principles

Education:

High School Diploma and 12 semester units in Early Childhood Education.

Skills and Abilities to possess:

Must have high energy level
 Excellent supervisory skills with children
 Demonstrates team building skills
 Demonstrates effective verbal and listening skills
 Proven ability to work with adult staff and parents.
 Organizes tasks and establishes systems that coordinate with the Head Teacher and Early Education Director
 Solve problems and take action as needed
 Function in a variety of roles, independently
 Instill trust and respect from staff, children and parents
 Flexible and adapts to situations easily and quickly
 Takes initiative
 Compassionate
 Patient
 Alert and aware at all times
 Superior stress management skills, able to tolerate high levels of stress
 Effective multitasking and time management skills
 Able to cope with crying and sometimes unruly children

Children frequently get sick. You need to be prepared for the possibility of being exposed to a variety of illnesses. In addition to maintaining your health, you will need to clean up after students who get sick while under your care

EXPERIENCE :

Six months experience in working with and supervision of preschool children in an Early Education Program setting that includes responsibilities in program planning and curriculum, leadership and interaction with parents.

License or Certificate

Possession of or ability to obtain an appropriate driver's license and current CPR and First Aid.

Requirements by State Licensing:

1. Undergo a complete physical examination on DSS Form LIC503.
2. Be fingerprinted for criminal record with appropriate form by qualified individuals before employment.
3. Undergo TB test on DSS Form LIC503.
4. Complete Child Abuse Index Check on DSS form 198A.
5. Read and sign Criminal Record Statement on DSS Form LIC508.
6. Complete and sign Personnel Record on DSS Form LIC501.

WORKING CONDITIONS

Environmental Conditions:

Lively recreational facility, indoor and outdoor work environment; may be exposed to variable or inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical conditions necessary for variety of recreational activities, lifting, bending, stooping, kneeling, sitting, walking, and running; and occasionally climb, balance, crawl and lift children; and stand for prolonged periods of time. Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone and in person assisting customers and program participants; bodily mobility to lift and maneuver program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, writing and answering telephones.