

Job Summary:

Under direction of the site supervisor, provide supervision and assist with instruction to students in the Title 22 childcare program. This position will be responsible for assisting teacher with implementing curriculum and preparing and organizing classroom activities and materials that align with program goals and student age groups.

Essential Duties:

- Assist teacher in implementing developmentally appropriate curriculum for children in the program.
- Work collaboratively with teacher to provide for children's emotional needs such as nurturing, problem solving, positive communication, facilitating peer interaction, and aiding in the development of appropriate social skills.
- Supervise children and their environment for safety and appropriate interactions between children.
- Provide care for the children's basic needs such as eating, sleeping/resting, toileting, dressing, and basic hygiene.
- Conduct daily group times that stimulate cognitive growth, develop literacy skills, increase creativity, and are developmentally and age appropriate.
- Assist in maintaining a safe, healthy, and stimulating classroom environment that includes activities that support the development of the whole child.
- Develop a positive rapport with the parents / care givers, children, teacher, and other staff.
- Maintain confidentiality regarding children / families in the program.
- May assist with preparing and filing necessary forms, files, charts, and documents to meet licensing requirements and program standards.
- Collaborate with teachers and staff to share ideas and promote a cooperative team relationship.
- Attend and participate in staff meetings.
- Perform other related duties, as assigned.

Responsibilities include: work in an early childhood education classroom and outside play area; sitting on small chairs or the floor; standing for extended periods of time; kneeling, crawling, bending, stooping, and crouching regularly; talking and hearing with noise levels that vary from quiet to loud; regularly lifting up to 40 pounds when lifting children; close vision, distance vision, peripheral vision, depth perception, and ability to focus on objects; occasional travel to meetings and trainings throughout Tulare County.

Skills to:

- develop and maintain relationships with children, their families, and program staff;
- promote an enriching and effective classroom with appropriate activities;
- provide for students emotional and physical needs;
- use a computer to prepare necessary forms, reports, communication, and other documentation;
- assist with monitoring and supervising children;
- assist with implementing appropriate curriculum;
- think creatively to solve problems and manage student behavior.

Knowledge of:

- learning and development of preschool-aged children;
- assisting teacher with preschool classroom management;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- support an effective and appropriate learning environment for all students;
- learn, understand and be sensitive toward working with families from different cultural backgrounds that may have different child rearing practices;
- communicate clearly, concisely, and effectively in writing and orally;
- understand and carry out oral and written directions;
- maintain cooperative relationships with those contacted in the course of work;
- operate electronic classroom equipment;
- maintain confidentiality of student, family, and program information.

Experience Required:

- Some work experience in a licensed childcare center or comparable group child care program.

Education Required (as outlined in California Childcare Regulations, Title 22, Division 12, Section 101216.2):

- High school diploma or equivalent required.
 - Completion of six postsecondary semester or equivalent quarter units in early childhood education or child development
- OR**
- Completion of at least two postsecondary semester units or equivalent quarter units in early childhood education or child development each semester or quarter following initial employment, and continuation in the educational program each semester or quarter until six units have been completed.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

September 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.