

**Job Summary:**

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

**Essential Duties:**

- Plan and implement developmentally appropriate curriculum for children in the program.
- Provide for children's emotional needs such as nurturing, problem solving, providing positive communication, facilitating peer interaction, and aiding in the development of appropriate social skills.
- Monitor and supervise children and environment for safety and appropriate interactions between children.
- Care for the children's basic needs such as eating, sleeping/resting, toileting, dressing, and basic hygiene.
- Plan and carry out daily group times that stimulate cognitive growth, develop literacy skills, increase creativity, and are developmentally and age appropriate.
- Maintain a safe, healthy, and stimulating classroom environment that includes activities that support the development of the whole child.
- Greet parents / caregivers and communicate with them regarding their child's adjustment to the center and progress each day.
- Inform parents of upcoming events related to the childcare center.
- Develop a positive rapport with the parents / care givers, children, and other staff and respond to their questions in a timely manner.
- Maintain confidentiality regarding children / families in the program.
- Responsible for preparing and maintaining necessary forms, files, charts, and documents to meet licensing requirements and program standards.
- Collaborate with other teachers, aides, 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;
- establish 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;
- monitor and supervise children;
- develop and implement appropriate curriculum;
- think creatively to solve problems and manage student behavior.

**Knowledge of:**

- Title 22 regulations and requirements;
- learning and development of preschool-aged children;
- program policies and procedures;
- preschool classroom management;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**Ability to:**

- build and maintain 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 (as outlined in California Childcare Regulations, Title 22, Division 12, Section 101216.1):**

- At least six (6) months of work experience in a licensed child care center or comparable group child care program.
  - Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.

**Education Required (as outlined in California Childcare Regulations, Title 22, Division 12, Section 101216.1):**

- High school diploma or equivalent required.
  - Twelve (12) postsecondary semester or equivalent quarter units in early childhood education or child development, with passing grades, at an accredited or approved college or university.
- OR**
- A current and valid Child Development Associate (CDA) credential with the appropriate age level endorsement issued by the CDA National Credentialing Program of the Council for Early Childhood Professional Recognition.
- OR**
- A teacher shall have completed, with passing grades, at least six postsecondary semester or equivalent quarter units of the education requirement specified above; or shall have obtained a Child Development Assistant Permit issued by the California Commission on Teacher Credentialing.
    - A teacher hired under the requirement above shall complete, with passing grades, at least two units each semester or quarter until the education requirement specified twelve (12) postsecondary semester or equivalent quarter units in early child education or child development has been met.

**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.