

JOB TITLE: CHILD DEVELOPMENT ASSISTANT TEACHER

BASIC FUNCTION

Under general supervision, to assist in the supervision, teaching, and instruction of infants in social, behavioral, manipulative, and language development skills in an Infant Center; to assist in the organization and conduct of instructional and training programs; to assist in the development of parenting skills for teen age mothers; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Organizes and participates in instruction, motivation, and guidance to infants in the development of social, behavioral, motor, manipulative, and language development skills
- Participates and uses program guidelines in developing lesson and instructional plans for teen parent parenting skills
- Assists in providing a variety of experiences in the development of social and communication skills, and in participation in age appropriate activities
- Prepares, develops and uses a variety of instructional aids and materials in the conduct of instructional and training processes
- Provides for the physical needs of the center children, including diaper changes, washing and cleaning, toilet training, feeding, and preparing nap areas
- Participates in the preparation and serving of meals and snacks, and in the cleanup of food preparation and serving areas
- Assists in teaching and instructing teen age mothers in child nutrition, hygiene, and infant care
- Assists in establishing standards of child behavior and use a variety of behavior modification, reinforcement and other behavior-shaping strategies
- Performs light housekeeping functions in maintaining the center equipment, bedding, cooking and eating utensils in a clean and sanitary condition
- Observes children to detect signs of ill health, and emotional issues and concerns
- Evaluates child growth and progress and assist in the preparation of written evaluation reports
- Meets with parents to discuss pupil progress and observed problem areas
- Administers first aid to students and contacts parents and emergency assistance agencies in cases of serious illness or injury

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Assist in the planning, organization, and implementation of an effective and efficient instructional and training program for infants
- Provide effective learning activities for children and teen age mothers experiencing a wide range of socio-economic and cultural backgrounds and exhibiting varying levels of intellectual, social, and emotional maturity

Knowledge of:

- Methods, techniques, and strategies pertaining to the instruction of infants
- Child growth and development principles and theories
- Instructional goals and objectives related to infant and early childhood education

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- Planning and organization techniques and methods
- Behavior management and shaping methods, strategies, and techniques
- Educational materials, supplies, and equipment typically utilized in a children's center program
- Routine record management storage and retrieval systems and procedures
- Appropriate English usage, punctuation, spelling and grammar
- Basic housekeeping methods
- Simple record keeping

Ability to:

- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Provide a warm, attractive, and inviting learning environment
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One (1) year of experience working directly with infants and toddlers or early childhood education program. Experience with high school age girls in an institutional setting is desirable.

Education:

Equivalent to the completion of High School, plus 15 units or equivalent training in, Early Childhood Education and Child Development coursework from an accredited educational institution. Three (3) units must include Infant and Toddler Development.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a California Children's Center Permit authorizing service as an Associate Teacher in a Child Development Center program
- Possession of a current American Red Cross First Aid Certificate and a current Community C.P.R. Certificate