

**JOB TITLE: CHILD DEVELOPMENT TEACHER**

**BASIC FUNCTION**

Description of the basic function for this position. Under general supervision, to supervise, teach, instruct, and direct infants in social, behavioral, manipulative, and language development skills in a Infant Center; to plan, organize and conduct instructional and training programs; to aid in the development of parenting skills for teen age mothers; and to do other related work as required.

**ESSENTIAL JOB FUNCTIONS**

- Plans, organizes, oversees and provides instruction, motivation, and guidance to infant and preschool children in their development of social, behavioral, motor, manipulative, and language development skills
- Leads and coordinates the functions and activities of the staff to ensure that operational standards are maintained and that the instructional activities are well planned and appropriately structured
- Participates and uses program guidelines in developing lesson and instructional plans for teen parent parenting skills
- Provides a variety of experiences in the development of social and communication skills, and in their 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
- Utilizes a variety of methodology in teaching and instructing teen-age mothers in child nutrition, hygiene, and infant care
- Assists in the preparation and serving of meals and snacks, and in the cleanup of food preparation and serving areas
- Inspects, reviews, and monitors the facility, and equipment to ensure that appropriate standards of safety, sanitation, and orderliness are maintained
- Performs and directs performance of a variety of housekeeping functions to ensure that the facility is maintained in healthful, safe and sanitary condition
- Provides technical input into the performance appraisal of the preschool site personnel
- Establishes standards of child behavior and uses 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 and charts child growth and progress, and prepares written evaluation reports
- Meets with parents to discuss pupil progress and observed problem areas

**JOB REQUIREMENTS – QUALIFICATIONS**

**Skills, Knowledge and/or Abilities Required:**

Skill to:

- 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
- Effectively assess the educational needs of Infant Center participants, and design and supervise the implementation of appropriate and sound educational and training plans and

activities

- Communicate effectively in oral and written form

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
- Planning and organization techniques and methods
- Behavior management and shaping methods, strategies, and techniques
- Educational materials, supplies, and equipment typically utilized in an infant center program

Ability to:

- Plan, organize, and implement an effective and efficient instructional and training program for infants
- Provide a warm, attractive, nurturing and inviting learning environment
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Promotes team building and a positive work environment
- Adapts 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

**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 year of experience in an instructional capacity working directly with infants and toddlers, or in an early childhood education program. Experience with high school age girls in an institutional setting is desirable.

Education:

Equivalent to the completion of the twelfth grade, plus 24 units or equivalent training in Early Childhood Education/Child Development, including adult supervision. Three (3) of these units must include an Infant/Toddler Development class.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a California Children's Center Permit, authorizing service as a Teacher
- Possession of current American Red Cross First Aid and Community C.P.R. certificates