

EARLY CHILDHOOD EDUCATION ASSOCIATE TEACHER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	38	12/14/2023	Classified	1 of 2

DEFINITION

Positions in this classification are responsible to provide care, supervision, and teaching of preschool, infant/toddler age, or school-age children in an Early Childhood Education center. An Associate Teacher supports the teacher and master teacher with curriculum.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.

DISTINGUISHING CHARACTERISTICS:

Early Childhood Associate Teacher – An Associate Teacher supports the Teacher and Master Teacher with curriculum and classroom operations.

Early Childhood Teacher – The Early Childhood Teacher assists in planning the curriculum and supports mentoring students. Positions in this classification are distinguished from the Associate Teacher by leadership responsibilities and more complex curriculum planning.

Early Childhood Specialist – The Specialist is responsible for the planning, organization, and preparation of all classroom operations. In collaboration with department faculty, the Specialist provides specific and specialized mentoring and training to Early Childhood Education students and volunteers.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Teaches, supervises, nurtures, and guides preschool, infant/toddler age, or school-age children.
- Follows health and safety procedures in assisting children with daily routines including mealtimes, toileting, napping, greetings, and departures.
- Maintains each area of the center in a clean, orderly, and safe state.
- Participates in the assessment of children.
- Serves children and parents in a helpful, empathetic, and professional manner.
- Helps Teacher and Master Teacher in supporting lab students and engages in observations.
- Engages in playtime with children while supervising them.
- Attends regular staff meetings and staff development sessions.

MINIMUM QUALIFICATIONS

Knowledge of:

- Child development and basic psychology.
- Current state licensing requirements, early childhood education professional ethics, and mandated child abuse reporting guidelines.

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Skill/Ability to:

- Teach, supervise, and guide children.
- Assist in the organization and direction of the classroom and outside activities.
- Communicate effectively, both orally and in writing.
- Serve children and parents in a helpful, empathetic, and professional manner.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

Six months (50 days) of experience of at least three hours per day working with preschool, infant/toddler, or school-age children in an early childhood educational program.

EDUCATION/LICENSE OR CERTIFICATE

- Meet the qualifications for Child Development Associate Teacher Permit issued by the California Commission on Teaching Credentialing.
- Twelve (12) units in early childhood education addressing core course requirements as specified in California Community Care Licensing (Title 22).
- Possession of, or ability to obtain, current infant/child CPR and first aid certificates.
- Fingerprint clearance for all appropriate agencies including FBI, Department of Justice, and Child Abuse Index Services.

Adopted: 12/14/23