



EARLY CHILDHOOD EDUCATION TEACHER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	46	12/14/23	Classified	1 of 3

DEFINITION

To supervise and teach preschool, infant/toddler age, or school age children in an Early Childhood Education center. To provide service in the care, development, and instruction of children in a childcare and development program.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to Early Childhood Education Associate Teachers, practicum students, parent volunteers, interns, volunteers, observers and student aids.

DISTINGUISHING CHARACTERISTICS

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

Early Childhood Education 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 Education 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:

- Plans, documents, maintains, and adapts the children’s program, including the environment, daily schedule, and curriculum which supports the developmental stage of each child and the child’s individual needs.
- Partners with families, supports home language and culture, celebrates ethnic and family diversity, and reflects the evolving practice of anti-bias curricula.
- Provides a program that is inclusive of children with special needs and promotes self-concept, social development, sensory awareness, problem-solving, concept formation, pre-literacy skills, pre-math skills, and physical/motor development.
- Conducts ongoing assessments of children’s development, completing developmental profiles and portfolios, including recording observations, dictation, checklists, photo/video examples, work samples, and other documentation as required.
- Develops and maintains positive relationships with families using strength-based communication skills that support the family’s sense of identity, confidence, and involvement in their child’s education.



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- Communicates regularly with parents to provide feedback on their child’s interests, activities, and peer interactions through conversation, in writing, and other multimedia methods as required; may include developmental screenings, family conferences, and/or workshops.
- Participates in planning and implementing program activities, events, and celebrations.
- Mentors, trains, and provides guidance and support reflective of current knowledge in the field to Early Childhood Assistants, student assistants, students, and volunteers as required.
- Exchanges information with faculty, staff, student assistants, students, and volunteers regarding policies and procedures associated with the Child Development Center.
- Participates in professional development activities, including attending meetings, conferences, classes, and workshops to maintain required certifications/permit and remain current with emerging practices and technology in the field.
- Understands and maintains health and safety guidelines in compliance with federal, state, and organizational policy while completing general housekeeping tasks, including diapering and toileting.
- Plans and assists in the preparation of snacks for children and performs clean-up duties.
- Provides instruction and supervision to preschool, infant/toddler age, or school age children.
- Assess and evaluate developmental progress of children.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Techniques and program activities related to developmentally appropriate early childhood education.
- Child development and psychology.
- A variety of teaching methods and techniques that support the whole child.
- Program planning for children in an Early Childhood Education center.
- Curriculum materials and activities appropriate for early childhood education.
- Current state licensing requirements, early childhood education professional ethics and mandated child abuse reporting guidelines.

Skill/Ability to:

- Experience supervising and training the work of child development center assistant staff and volunteers in a center-based setting.
- Skill in oral and written communication, including public speaking, and respectful, warm, and sensitive communication with parents and with children.
- Serve children and parents in a helpful, empathetic, and professional manner.
- Ability to work effectively in a team-centered teaching environment to accomplish goals that reflect the mission and philosophy of a child development center.
- Demonstrated ability to exercise good judgment and creativity in problem solving.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, 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.



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EXPERIENCE AND TRAINING

- One year (175 days at 3 hours per day) of experience working in a childcare laboratory or equivalent setting.

EDUCATION/LICENSE OR CERTIFICATE

- Meet the qualifications for Child Development Teacher Permit issued by the California Commission on Teaching Credentialing.
- Twenty-four (24) units in early childhood education/child development and sixteen (16) general education units. Units must address core course requirements 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: 07/01/17

Revised 03/28/24