

## **CHILDCARE TEACHER I/II (Full-time)**

### **DEFINITION:**

To provide recreational and educational instruction and activities, social development, guidance and care for preschool and elementary age children by leading and assisting in the selection and coordination of a variety of activities and curriculum at a child care site.

### **ESSENTIAL FUNCTION REQUIREMENTS:**

Ability to conduct, plan and participate in a variety of activities for preschool and elementary school-age children. Ability to maintain effective group control. Ability to read, write and speak the English language at a level necessary for efficient job performance. Ability to maintain patience while working with children. Ability to establish and maintain cooperative relationships with those contacted in the course of work.

This is a ten-month position that matches the elementary school year. Full-time Teachers will be told by May 1<sup>st</sup> of every year if they will be required to work the summer sessions. If they are not needed during the summer they will return to work one week before the start of the school year. Medical benefits package continue year round.

Full-time teachers assigned to the school-aged program work a split schedule from 7 AM until 9 AM, then a break, and then from 12 Noon until 6 PM. This schedule can be modified due to site needs, special events, field trips, minimum days, and other scheduling issues.

Full-time Teachers who are assigned to a preschool program for part of the day will also work a morning 7AM to 9 AM, or an afternoon 12 Noon to 6 PM shift, or parts of both if required.

During spring, winter, and the February breaks Full-time Teachers will work a straight eight-hour shift that will be determined by their Site Coordinator. If they are needed during the summer they will be assigned a straight eight-hour shift as well.

### **SUPERVISION RECEIVED AND EXERCISED:**

Direct supervision is provided by the Child Care Site Coordinator and Site Lead Teachers.

### **EXAMPLES OF DUTIES:**

Depending upon the assignment, duties may include, but are not limited to, the following:

#### **Under the supervision of a Child Care Lead Teacher III:**

General supervision of children from age 2.5 to 14 years. Assist in the development of a diversified program of recreational games, sports, arts, crafts and other activities for elementary school children. Assist in the development of a diversified preschool curriculum of music, science, math, dramatic play, social studies, literature and recreational activities. Plan and lead a variety of activities appropriate to children of various age groups.

Participate in and evaluate the effectiveness of activities and events. Instruct children in the safe and proper use of supplies and equipment. Instruct children in proper health and hygiene care.

- 1) Two or more years experience working at an early childhood or school-aged program.
- 2) Experience working with both preschool and school-aged children.
- 3) Experience working at a Title 5 program.
- 4) Having a Teacher or higher Child Development permit at the time of hire is highly desirable.
- 5) Bilingual skills are highly desirable.

**CERTIFICATIONS:**

Red Cross Infant/Child CPR and Red Cross First Aid certifications must be completed within six months of employment.

**LICENSES:**

Ability to attain a Class C driver's license.

Required employment standards effective July 1, 2006 for all employees hired after July 1, 2006. Employees hired prior to July 1, 2006, must meet employment standards by June 30, 2008.

Approved Date:

Revised Date:

Bargaining Unit: Miscellaneous

Former Titles: Childcare Full Time Teacher

Abolished:

Effective Date:

CITY OF PACIFICA

## **CHILD CARE TEACHER III (LEAD)**

### **DEFINITION:**

To provide recreational and educational instruction and activities, social development, guidance and care for preschool and elementary age children by leading and assisting in the selection and coordination of a variety of activities and curriculum at a child care site.

### **ESSENTIAL FUNCTION REQUIREMENTS:**

Ability to conduct, plan and participate in a variety of activities for preschool and elementary school age children. Ability to maintain effective group control. Ability to read, write and speak the English language at a level necessary for efficient job performance. Ability to maintain patience while working with children. Ability to establish and maintain cooperative relationships with those contacted in the course of work.

### **SUPERVISION RECEIVED AND EXERCISED:**

Direct supervision is provided by the Child Care Site Coordinator. Child Care Teacher III (Lead) will supervise the rooms to which they are assigned, and they are to supervise any Childcare Aides, Associate Teachers, Teachers, and Full-time Teachers that are assigned to their programs.

Child Care Teacher III's may also be asked to temporarily be in charge of a school site when a Site Coordinator is offsite. If a situation arises where a Site Supervisor is unavailable for an extended period of time a Child Care Teacher III (Lead) with a Site Supervisor Permit will be asked to act as a temporary Site Supervisor until the situation has been resolved.

### **EXAMPLES OF DUTIES:**

Depending upon the assignment, duties may include, but are not limited to, the following:

Assist in the development of a diversified program of recreational games, sports, arts, crafts and other activities for elementary school children. Assist in the development of a diversified preschool curriculum of music, science, math, dramatic play, social studies, literature and recreational activities. Plan and lead a variety of activities appropriate to children of various age groups.

Participate in and evaluate the effectiveness of activities and events. Instruct children in the safe and proper use of supplies and equipment. Instruct children in proper health and hygiene care.

Assist in the selection and arrangement of field trips, special events and guest speakers. Assist with the preparation of site nutrition program. Assist with developing discipline techniques and maintaining acceptable classroom behavior from participants.

Participate in cleaning and maintain the facility and equipment. Inspect the site and equipment for potential safety hazards; take corrective action to prevent injuries. Assist in monitoring site supplies. Assist in recording numbers for attendance and nutrition reports. Perform related duties as assigned.

- 3) Experience planning curriculum for a variety of age groups.
- 4) Having a Master Teacher or higher Child Development Permit is highly desirable.
- 5) Bilingual skills are highly desirable.

**CERTIFICATIONS:**

Red Cross Infant/Child CPR and Red Cross First Aid certifications must be completed within six months of employment.

**LICENSES:**

Ability to attain a Class C driver's license.

Required employment standards effective July 1, 2006 for all employees hired after July 1, 2006. Employees hired prior to July 1, 2006, must meet employment standards by June 30, 2008.

Approved Date:

Revised Date:

Bargaining Unit: Miscellaneous, Teamsters 856

Former Titles: Childcare Lead Teacher

Abolished:

Effective Date: