

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Child Care Center Associate Teacher

DEFINITION

Under general direction, assists in operating a child care center to meet the needs of the children in the Children's Waiting Room program.

DIRECTLY RESPONSIBLE TO

School Readiness Director

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Assists the Master Teacher in providing instruction and activities to meet the needs of the program; maintains program and student records including daily sign-in and sign-out rosters; monitors supply inventory and organizes storage of supplies; reports possible health problems of children at the Center; maintains safe and clean room conditions; arrange bulletin boards and other displays; maintains effective working relationships with staff, parents, and community agency personnel; prepares daily snacks for children in program; informs Master Teacher of problems or concerns; maintains confidentiality of information regarding parents and children; assists in planning and developing parent education materials and meetings; attends classes, workshops, and conferences for professional development.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possess or qualify for a California Child Development Permit for Associate Teacher; successful experience working in a child care setting.

Knowledge of:

Child development programs, operations, and procedures; proper hygiene and health practices; appropriate safety precautions and procedures; current trends in educational methods and procedures; applicable state and federal laws and regulations; basic reading, writing and math, as identified by passing a proficiency test in those areas.

Skill and Ability to:

Work independently and make decisions within the framework of established guidelines; communicate effectively in oral and written form; interact with children and adults from different cultural and socioeconomic backgrounds; oversee a group of children in play and learning activities; schedule tasks and manage time effectively; prepare and maintain records and files; read, understand, interpret, and implement applicable policies, procedures, and state mandates.

Other Characteristics

Possession of a valid California driver's license; possession of current CPR and First Aid certifications (incumbent must obtain certificate within the first six months of employment).

Revisions approved by Personnel Commission 2/10/09

Approved by Personnel Commission 10/11/05