

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Child Care Center Master Teacher

DEFINITION

Under general direction, provides lead support at the site level for planning and 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

Provides instruction to Child Care Center Associate Teachers and substitutes.

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.)

Administers program operations; develops, maintains, and monitors program records and recommends operational changes as necessary; collects and analyzes data for preparing reports; plans and monitors snacks and supplies and recommends purchases consistent with budget; plans and develops daily lesson plans and activities; 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; provides information about resources available in the community to families in the program; supervises children, and parents on site, including training and direction as required for program effectiveness and development; coordinates assignments and evaluates results; maintains confidentiality of information regarding parents and children; plans and develops 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 Master 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; community services available to families; principles of supervision and evaluation; basic reading, writing and math, as identified by passing a proficiency test in those areas.

Skill and Ability to:

Work independently with minimal supervision; 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; plan lessons and activities appropriate to developmental levels of children; schedule tasks and manage time effectively; prepare and maintain records and files; read, understand, interpret, and implement applicable policies, procedures, and state mandates; present information to individuals and small groups.

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