

CLASS SPECIFICATION

Child Care Instructor I/II

GENERAL PURPOSE

Under general direction of the Child Care Site Supervisor, to plan and execute an educational program of day care services for school-age children; assist in the day-to-day operations of the child care and development center; and perform related work as required. This is a grant- funded, temporary position.

DISTINGUISHING CHARACTERISTICS

Child Care Instructor I is the entry level class in this series in which incumbents receive orientation and training and are expected to complete the requirements to qualify for the II level classification within 9 months following appointment. The Child Care Instructor II is the journey-level class in the series and requires greater experience and additional college level units in Early Childhood Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plan, supervise and conduct structured recreational/educational activities for school age children.
2. Assist in supervision of Child Care Assistants and Aides.
3. Assist in training of staff on new curriculum and procedures.
4. Plan and conduct special activity days.
5. Keep records and reports.
6. Adhere to applicable policies and procedures for duties related to the CACFP (Child & Adult Care Food Program) and Civil Rights requirements.
7. Perform related work as assigned.
8. Provide quality customer service.

QUALIFICATIONS

Knowledge of:

1. Basic child development principles including the needs of school age children in grades K-8.
2. Approved and effective techniques of child supervision.
3. Age-appropriate educational/recreational curriculum.

4. Basic first aid/CPR.

Ability to:

1. Plan and implement routine activities such as group sports, games, arts & crafts, and social activities for children.
2. Care about and work well with children.
3. Assist children with homework studies.
4. Be available to work during weekdays, after school and all day during school vacation periods.
5. Serve as an effective role model for children.
6. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
7. Establish and maintain effective working relationships with school district staff, parents, students and city staff.
8. Provide quality customer service.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or equivalent, and:

Child Care Instructor I

12 Units of college coursework in Early Childhood Education (ECE) or Child Development (CD), and a minimum of 6 months paid experience working with children.

Child Care Instructor II:

24 Units of college coursework in Early Childhood Education (ECE or Child Development (CD)), and a minimum of 6 months paid experience working with children.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Child Development Permit or Children's Center Permit at the Associates Teacher level issued by California Commission on Teacher Credentialing.

Certificate in Red Cross Basic first aid/CPR (may be obtained within first six months of employment).

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee frequently is required to walk and stand, lift and push up to 50 pounds. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, color vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; learn and apply new skills or information; perform detailed work on multiple concurrent tasks; work under changing deadlines with frequent interruptions; and interact with City officials, school district staff, management, staff, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under classroom conditions, and the noise level can be loud.