

**CHILDCARE/PRESCHOOL TEACHER (3/4 time)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, plans, organizes and supervises a variety of daily and seasonal recreational and educational activities and special events for children.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from Community Services Coordinator and Program Supervisor. Exercises supervision over part-time and temporary aides as assigned and in the absence of the Community Services Coordinator.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

Work directly with children in class activities and projects; plan age-appropriate activities and adhere to established schedule; ensure health and safety of children; prepare snacks; maintain program records.

Assist Coordinator with the following: order supplies, provide program information, promote community support, handle emergency situations, shop for food and other supply items.

Assist in the orientation, training and direction of personnel; provide feedback for staff evaluations, perform related duties of Coordinator in the Coordinator's absence; implement and enforce established policies and rules.

Assist in the maintenance of office, activity rooms, bathrooms, and outside areas; conducts equipment inspections to insure proper use and safety; assist in daily facility set-up.

Conducts field trips with children to off-site locations. Field trips are more frequent during summer months, and may involve van transport and event coordination.

Meets and speaks with parents regarding behavior issues, program details, and payment information.

**Marginal / Non-Essential Functions:**

Attend staff meetings.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of early childhood education.

Seasonal, special events and standard recreation program development, implementation, review and evaluation.

Applicable regulations and rules related to the preschool and/or child care.

Standard office practices and procedures, including record keeping, basic mathematics, and job-related computer applications.

**Ability to:**

Plan, organize, conduct and supervise a preschool and/or child care program.

Organize and implement daycamp and recreational activities.

Assist in the oversight of personnel assigned to the program.

Interpret, apply and explain policies, procedures, and regulations.

Obtain first aid, infant CPR or other appropriate certifications to handle medical emergencies in a calm and effective manner.

Maintain facilities and equipment in a clean, safe and secure manner.

Maintain accurate records.

Communicate clearly, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Equivalent of six months experience in licensed group child care program or comparable setting or possession of a Children's Center Permit issued by the California Commission on Teacher Preparation and Licensing, or equivalent experience to provide the required knowledge and abilities.

**Training:**

High school graduation or GED, plus a minimum of six units of course work in Early Childhood Education, recreation, physical education, elementary education, or closely related field.

**Licenses/Certificates/ Other requirements:**

Must possess and maintain a valid California class C driver's license. Teachers must complete 12 units in Early Childhood Education or Recreation and satisfy State licensing requirements prior to conclusion of probationary period.

**PHYSICAL DEMANDS**

Sitting:	Occasionally	Lifting:	
Standing:	Frequently	up to 10 lbs:	Frequently
Walking:	Frequently	11 to 25 lbs:	Occasionally
Bending:	Frequently	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Rarely
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Rarely	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Frequently
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Rarely	26 to 50 lbs:	Occasionally
Twisting:	Frequently	51 to 75 lbs:	Rarely
Turning:	Frequently	76 to 100 lbs:	Never
Jumping:	Rarely	100 + lbs:	Never

**Pushing/Pulling:**

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally
Reaching forward:	Frequently
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Occasionally to frequently
		Eye-hand-foot:	Occasionally to frequently
		Driving:	Occasionally

Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally

Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required

**PHYSICAL DEMANDS: (continued)**

Hearing - Conversation: Frequently  
Telephone: Occasionally  
Earplugs: Not required

**MENTAL REQUIREMENTS**

Abstract variables, interpret instructions, problems-standard, detailed uninvolved instructions, one or two step instructions, reading-simple, reading-complex, writing-simple, writing-complex, math skills-simple, spatial, form, clerical, synthesizing, coordination, analyzing, copying, comparing, mentoring, negotiating, instructing, supervising, diverting, persuading, speaking-signaling, serving, taking instructions-helping, setting up, driving-operating.

**WORK ENVIRONMENT**

Indoors, outdoors, change in temperature/humidity, excessive noise, using computer/computer monitor screen, works around others, works alone, works with others.

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