



Classification Specification

CHILD CARE INSTRUCTOR II

Department:	Extended Learning Program (ELP)
Reports To:	Program Supervisor-Child Care
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Perform a variety of advanced-level instructional duties for the District's before and after school child development program at an assigned school site; create, plan and implement age-appropriate lessons and activities for students in various areas; provide supervision, care, and learning activities to children; monitor, assess, and report progress of children; train, oversee and provide work guidance to assigned staff; assist with providing support for the Program Supervisor in the area of curriculum development and staff development as assigned.

Distinguishing Characteristics:

The Child Care Instructor II is the advanced level in the series. Incumbents are expected to independently perform more complex and varied duties in support of Childcare services, operations, instruction, and activities. Incumbents are required to have higher education and training, as well as possess a site supervisor permit.

The Child Care Instructor I is the entry-level in the series. Assignments are generally limited in scope and are set within procedural frameworks established by higher-level positions.

Essential Duties and Responsibilities:

- Coordinate curriculum, lesson plans, and activities that are age and culturally appropriate for indoor and outdoor settings; provide and implement curriculum that supports the school program and addresses various areas of childhood development including social, emotional, physical, and cognitive areas.
- Train, oversee and provide work direction to assigned personnel; review lesson plans and activities planned by assigned staff; generate schedules for assigned personnel, make changes as needed, and ensure staff receives appropriate break periods.

- Observe and control behavior of children in the classroom according to approved procedures; monitor children during outdoor activities; ensure proper and timely resolution of child discipline problems.
- Complete injury/accident or incident reports as necessary; contact parents and advise of issues according to established procedures.
- Take attendance; verify absences according to established procedures; follow-up with parents or staff on student absences.
- Maintain a clean, safe, and welcoming environment for students; maintain accepted standards of cleanliness and sanitation in program facilities; follow established guidelines for medical and disaster-related emergencies; utilize appropriate food handling procedures.
- Supervise and assist children with their homework and assignments.
- Support the development and improvement of assigned childcare program activities; use referral procedures to help families identify and independently use community, state, and federal resources; contribute to program evaluation as assigned.
- Prepare and maintain records, logs, reports, and documentation related to assigned activities; complete documents related to activities, ratios, and drills as assigned.
- Communicate with the program supervisor regarding site plans and activities; communicate with parents, students, and staff to exchange information, coordinate activities, and resolve issues or concerns.
- Understand and implement basic health and safety practices in the classroom; administer first aid/CPR, as necessary.
- Attend and participate in meetings and professional growth opportunities related to assigned activities; assist with presentations and facilitation as required.
- Operate various office and classroom equipment including a computer and assigned software.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Principles and practices of early child development.
- Child guidance principles and practices.
- Classroom procedures and appropriate child conduct.
- Instructional methods and techniques.
- Child abuse reporting laws and procedures.
- Local and regional resources to support families with needs.
- Health and safety practices.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of assigned children.
- Operation of standard office and classroom equipment.
- First Aid/CPR procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Foster a stimulating, accepting learning environment.
- Provide supervision, care and learning activities to children in a classroom environment.

- Develop and implement lesson plans, instructional materials, and a variety of activities to meet the needs and interests of children.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently and follow through on responsibilities with minimal direction.
- Train, oversee and provide work guidance to assigned personnel.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Understand and follow oral and written instructions.
- Administer first aid/CPR, as necessary.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Operate a computer and assigned software.

Education: High school graduation or the equivalent GED supplemented by two (2) years of college-level coursework or an Associate's degree from an accredited university; twenty-four (24) units of early child education (ECE) or child development (CD) units that include core courses (child/human growth and development; child/family/community relations; and programs/curriculum); sixteen (16) general education (GE) units which meet graduation requirements (one course in each of four areas English/language arts; math or science; social sciences; humanities and/or fine arts); six (6) units in a specialization; two (2) units in adult supervision; six (6) units in administration units.

Experience: Four (4) years of experience working with children in an educational, childcare, or organized learning environment.

Licenses, Certifications, and other requirements:

- Valid First Aid/CPR Certification.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- An Instructor III with a Site Supervisor Permit may serve as the administrative designee in the absence of the Program Supervisor.

Working Conditions:

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

- Indoor/classroom/outdoor work environment.
- Moderate noise levels.
- Interacts with children and adults.
- Fast-paced work environment with changing priorities.

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

While performing the duties of this job, the employee is regularly required to:

- Work sitting at a desk or table.
- See for the purpose of reading or observing students.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Operate computers and other office equipment.
- The employee may frequently be required to stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions.
- The employee may occasionally be required to lift and/or move objects up to twenty-five (25) pounds in weight.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.