

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## CHILD CARE ASSISTANT II

### **SUMMARY:**

The Associate Teacher serves as the second teacher in a site program with more than 30 students. Using their knowledge of school age child development, the Associate Teacher plans and supervises the activities for a cluster of children.

### **DEGREE OF SUPERVISION:**

The Associate Teacher is supervised by the Supervisor of the School Age Child Care Program. The Associate Teacher is under the day to day direction of the site's Instructor.

Evaluations will be performed by the Supervisor of School Age Child Care Programs in accordance with the timeline in the collective bargaining agreement.

### **DUTIES AND TASKS:**

*(All duties and tasks are essential unless noted as secondary with an S)*

1. Plan and implement curriculum for students in a school age child development program
  - A. Plan and implement curriculum that supports the school program and addresses all areas of childhood development including social, emotional, physical and cognitive domains.
  - B. Provide activities that allow for direct experience and active manipulation of concrete materials;
  - C. Create a written curriculum plan weekly that is accessible to parents and supervisors
  - D. Provide assistance to student based on their individual needs.
2. Maintain a safe environment for students
  - A. Utilize appropriate food handling procedures;
  - B. Follow guidelines for medical and disaster related emergencies.
  - C. Maintain accepted standards of cleanliness and sanitation in program facilities;
  - D. Implement basic health and safety practices including the handling of students with illnesses.
3. Assist in creating an environment that is culturally and linguistically appropriate
  - A. Create and maintain a predictable yet flexible environment;
  - B. Provide an environment that is positive and respectful and encourages the development of students' self help skills and responsibility.
4. Assist in the development and improvement of the before and after school program
  - A. Respond to families' requests and communicate to all appropriate staff;
  - B. Use referral procedures to help families identify and independently use community, state and federal resources;

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- C. Work cooperatively with other staff members;
- D. Accept supervision
- E. Contribute to the program evaluation;
- F. Participate in professional growth opportunities;
- G. Maintain appropriate records and documentation;
- H. Attend staff meetings.

5. Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Working Knowledge of:
  - A. Developmental phases of development from birth to 12 years;
  - B. Culturally different child rearing practices;
  - C. Child abuse reporting laws and procedures;
  - D. Program and District processes and procedures and where to go within the organization for needed information;
  - E. Resources available locally or regionally to support families with needs;
  - F. Health and safety practices
2. Skills
  - A. Read materials written in standard English text for the purpose of gaining information or getting instructions;
  - B. Write grammatically correct routine correspondence to communicate information or express needs;
  - C. Speak on a one-to-one basis using appropriate vocabulary and grammar to explain policies or procedures or to give or get information;
  - D. Work as part of a collaborative team.
3. Abilities
  - A. Plan curriculum and activities appropriate to the age level assigned;
  - B. Foster a stimulating, accepting learning environment;
  - C. Work independently and follow through on assignments with minimal direction;
  - D. Establish and maintain cooperative working relationships with others.

### **QUALIFICATIONS**

1. Education and Experience
  - A. 12 units of Early Childhood Education (ECE) or Child Development (CD) coursework that includes core courses.
  - B. Child Care Associate Teacher Permit
  - C. At least 50 days of at least 3 hours per day experience within a 2 year period.
2. Other requirements
  - A. CPR and first aid training certificates renewed annually
  - B. Tuberculosis screening and clearance every four years

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### **CAREER LADDER OPPORTUNITIES**

**Advancement is contingent on an opening in the Instructor classification.**

**To advance to the position of Instructor, incumbents need to:**

- Complete a total of 24 ECE/CD course work in core areas AND
- Complete 16 General Education units in English, Math, Science, Social Science, Humanities or Fine Arts.

### **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.

### **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.

While performing the duties of this job, the employee **regularly** works in an indoor environment with moderate noise levels, interacts with children and adults.

The employee is **frequently required to** work outdoors in unsheltered areas.

### **SALARY RANGE: 16**