

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## CHILD CARE SITE INSTRUCTOR III

### **SUMMARY:**

The Child Care Instructor III is responsible for the before and after school child development program at one school site. The Child Care Instructor III may plan and provide instruction to students, as well as supervise the work of the Instructors I and II and Assistants at the site.

The Child Care Instructor III, depending on training and coursework, may provide support for the Program Supervisor in the area of curriculum development and staff development.

### **DEGREE OF SUPERVISION:**

The Child Care Site Instructor is under the general supervision of the Supervisor of the Child Care Program.

Evaluations are given by the Supervisor of the Child care program in accordance with the timelines in the collective bargaining agreement.

### **DUTIES AND TASKS:**

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

1. Coordinate curriculum, lesson plans, and activities that are age and culturally appropriate for indoor and outdoor settings.
  - A. Develop and implement curriculum that supports the school program and addresses all areas of childhood development including social, emotional, physical and cognitive domains;
  - B. Review lesson plans and activities planned by Instructor I and II and/or Assistants;
  - C. Supervise and assist children with their homework.
2. Maintain a safe environment for students.
  - A. Supervise and interact with children in a warm and positive manner;
  - B. Coordinate snack and food menus to meet nutritional guidelines;
  - C. Utilize appropriate food handling procedures;
  - D. Follow guidelines for medical and disaster related emergencies;
  - E. Maintain accepted standards of cleanliness and sanitation in program facilities;
  - F. Implement basic health and safety practices including the handling of children with illnesses.
3. Support the development and improvement of the program.
  - A. Assist in the supervision and training of program personnel;
  - B. Communicate program goals and expectations to parents through oral and written methods;
  - C. Use referral procedures to help families identify and independently use community, state and federal resources;
  - D. Work cooperatively with other staff members;
  - E. Accept supervision;
  - F. Contribute to the program evaluation;

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## CHILD CARE SITE INSTRUCTOR III

<ul style="list-style-type: none"><li>G. Participate in professional growth opportunities;</li><li>H. Maintain appropriate records and documentation;</li><li>I. Attend staff meetings and assist with presentations and facilitation.</li><li>J. Stays informed on latest developments and researching in child development.</li></ul>
4. Other duties as assigned.
<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> <ul style="list-style-type: none"><li>1. Working Knowledge of :<ul style="list-style-type: none"><li>A. Aspects of supervision and evaluation of employees;</li><li>B. Child development phases from birth to 12 years;</li><li>C. Child rearing practices of different cultural groups;</li><li>D. Child abuse reporting laws and procedures;</li><li>E. Program and District processes and procedures related to purchasing;</li><li>F. Local and regional resources to support families with needs;</li><li>G. Health and safety practices.</li></ul></li><li>2. Skills:<ul style="list-style-type: none"><li>A. Read materials written in standard English test for the purpose of gaining information or getting instructions;</li><li>B. Write grammatically correct routine correspondence such as notes, memos and newsletters;</li><li>C. Establish rapport and gain the trust of others;</li><li>D. Foster a stimulating, accepting learning environment;</li><li>E. Interact diplomatically with the public.</li></ul></li><li>3. Abilities:<ul style="list-style-type: none"><li>A. Make oral group presentations to provide information or explain procedures, policies, and expectations;</li><li>B. Work independently and follow through on responsibilities with minimal direction;</li><li>C. Supervise others including delegating responsibility and training.</li></ul></li></ul>
<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"><li>1. Education:<ul style="list-style-type: none"><li>A. Early Childhood Education or Child Development Course work:<ul style="list-style-type: none"><li>1. At least 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);</li></ul></li><li>B. General Education Coursework<ul style="list-style-type: none"><li>1. At least 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)</li><li>2. At least 6 units in a Specialization</li><li>3. At least 2 units in Adult Supervision</li><li>4. At least 6 units in Administration Units</li></ul></li></ul></li></ul>

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## CHILD CARE SITE INSTRUCTOR III

<p>C. Experience:</p> <p>1. At least 175 days of 3+ hours per day within a 4 year period.</p>
<p><b>CAREER LADDER OPPORTUNITIES</b></p> <ul style="list-style-type: none"><li>• An Instructor III with a Site Supervisor Permit may serve as the administrative designee in the absence of the Program Supervisor.</li></ul>
<p><b>PHYSICAL DEMANDS:</b></p> <p>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.</p> <p>While performing the duties of this job, the employee is <b>regularly required to:</b> 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.</p> <p>The employee may <b>frequently be required to</b> stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions. The employee may <b>occasionally be required to</b> lift and/or move objects up to twenty-five (25) pounds in weight.</p>
<p><b>WORK ENVIRONMENT:</b></p> <p>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.</p> <p>While performing the duties of this job, the employee <b>regularly</b> works in an indoor environment with moderate noise levels, interacts with children and adults.</p> <p>The employee is <b>frequently required to</b> work outdoors in unsheltered areas.</p>
<p><b>SALARY RANGE: 22</b></p>