

College of the Redwoods

Position Description

Position: Early Childhood Education Assistant Substitute	Position Number:
Department: Child Development Center	FSLA: Non-exempt
Reports to: CDC Director	Rate of Pay: \$11.30/hr

Summary

Under the direction of the ECE Associate and ECE Assistant II, assists in implementing innovative child-centered curriculum and effective functioning for a State-funded preschool and infant-toddler child development program. Models developmentally appropriate educational techniques to students enrolled in ECE courses.

Essential Duties and Responsibilities

- Assists in monitoring instructional presentations and educational programs to children. Monitors large and small groups of children during indoor and outdoor activities as directed.
- Under the direction of ECE Associate and ECE Assistant II assists in implementation of child-centered, developmentally appropriate curriculum for children based on goals for the children as a group and the individual needs and interests of each child.
- Model appropriate educational techniques for students from the ECE department and other disciplines. Assist the ECE Associate and ECE Assistant II in directing student aides, work study students, and other temporary classroom personnel.
- Assist in the maintenance of the classroom and outside areas in a clean, safe and child-centered manner as directed. Implement preventative health and safety procedures as directed. Walk through the area scanning for potential hazards or conditions. Enforce health and safety policies for children, staff, and students. Assist in the implementation and documentation of regular fire and other emergency preparedness drills.
- Assist in the preparation of nutritious snacks.
- Contributes to the ongoing efficient functioning of classroom operations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires in-depth knowledge of child development principles and practices and an understanding of the goals and objectives of a preschool program. Special knowledge is required in the emotional, physical, and mental development, variations, and needs of preschool and elementary school aged children. Requires knowledge of licensing

requirements. Requires well-developed communication skills to interact with students, staff, children, and parents, to assist in the formal instruction of a small group, to conflict resolution. Requires sufficient writing skills to document students' and children's files.

- **Abilities**

Ability to perform the essential responsibilities and work tasks of the position. Demonstrated ability to deliver instruction to children. Ability to understand the needs and differences of children and to reach and motivate them. Requires the ability to balance emotional support and guidance to deal with behavior problems. Ability to observe, categorize, evaluate, and critique children's performance. Ability to comply with State guidelines.

- **Physical Abilities**

Requires normal hearing and speaking skills to communicate with staff and students. Requires visual acuity to read numbers and words. Requires the ability to stand and walk for extended periods of time (greater than 2 hours), to lift light to heavy objects on an occasional basis (10-50 lbs), and to push or pull lightweight objects.

- **Education and Experience**

Requires 12 units in Early Childhood Education that includes core courses for Title 22. Requires early childhood teaching experience.

- **Licenses and Certificates**

Prefer Child Development Permit at the Associate Teacher level.