

College of the Redwoods

Position Description

Position: Early Childhood Education Assistant II	Position Number:
Department: Child Development Center	FSLA: Non-exempt
Reports to: CDC Director	Salary Grade: 112

Summary

Plans and implements 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.
Permit Level: Teacher

Essential Duties and Responsibilities

- Participates with other staff members to provide instructional presentations and educational programs to children. Monitors large and small groups of children during indoor and outdoor activities.
- Plans and implements 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. Directs student aides, work study students, and other classroom personnel.
- Participates in the development and on-going maintenance of children's portfolios through anecdotal and running record observations and other authentic assessment methods. Participate in the development and implementation of individual education plans for each child. Develop weekly plans to provide developmental and educational outcomes for children.
- Document children's learning through activities such as panels, books, bulletin boards, general artifacts and displays, and children's art boards.
- Participate in parent-child orientation at the beginning of each semester; communicate with parents formally throughout the year.
- Maintain the classroom and outside areas in a clean, safe and child-centered manner. Walk through the area scanning for potential hazards or conditions. Enforce health and safety policies for children, staff, and students. Participate 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.

- Attend professional growth activities as needed.
- 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. Knowledge of arithmetic, grammar, spelling, language and reading sufficient to direct students with learning exercises or projects is required. Requires knowledge of licensing requirements, funding, and contract terms governing child development centers. Requires well-developed communication skills to interact with students, staff, children, and parents, to conduct formal instruction of a small group, to resolve confrontation, and hold conferences. 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 techniques to deal with behavior problems. Ability to observe, categorize, and evaluate children's development. Ability to comply with State guidelines. This position requires sensitivity to and understand of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

- **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 an Associates Degree in Early Childhood Education that includes required curriculum. Requires 1 year of early childhood teaching experience.

- **Licenses and Certificates**

Child Development Permit at the Teacher level.