

College of the Redwoods

Position Description

Position: Early Childhood Education Assistant I	Position Number:
Department: Child Development Center	FSLA: Non-exempt
Reports to: CDC Director	Salary Grade: 108

Summary

Under the direction of the ECE Associate and/or 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. Permit level: Associate Teacher

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/or 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/or ECE Assistant II in directing student aides, work study students, and other temporary classroom personnel.
- Participate in writing anecdotal and running record observations and other authentic assessment methods. Contribute information to the ECE Program Associate and/or ECE Assistant II to assist in the development and implementation of individual education plans for each child. Assists in implementing weekly plans to provide appropriate developmental and educational outcomes for children.
- Assists in the documentation of children's learning through activities such as panels, books, bulletin boards, general artifacts and displays, and children's art boards.
- Participate in directed parent-child orientation as directed at the beginning of each semester; communicate with parents informally.
- Perform continued maintenance of the classroom and outside areas in a clean, safe and child-centered manner as directed. Implement preventative health and safety procedures as required by the center's regulating agencies. 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.
- Prepare nutritious snacks when needed.

- 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 social-emotional, physical, and mental development, variations, and needs of infant/toddler, preschool and elementary school aged children. 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 assist in the formal instruction of a small and large group of children. Requires sufficient writing skills to document students' and children's files, and written documentation for public displays.

▪ 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. This position requires sensitivity to and understanding 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 12 units in Early Childhood Education that includes core courses for Title 22. Completion of course-work to obtain a Child Development Permit at the Teacher level within two years. Requires early childhood teaching experience.

▪ Licenses and Certificates

Child Development Permit at the Associate Teacher level. Eligibility for Child Development Permit at the Teacher level or above within two years.