

July 1, 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSOCIATE TEACHER-INFANT/TODDLER

BASIC FUNCTION:

Under the direction of the Site Supervisor, assist in providing care, supervision and learning activities to children enrolled at the Early Learning Center; assist with planning and implementing a variety of educational activities to meet the needs and interests of infants and toddlers; provide appropriate modeling and verbal feedback to ECE students in a lab center environment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in providing care, supervision and learning activities to infants and toddlers enrolled at the Early Learning Center; assist with the development and implementation of lesson plans; respond to a child's needs and problems in a patient, caring and sensitive manner.

Assist with planning and implementing a variety of educational activities to meet the needs and interests of infants and toddlers and facilitate and enhance social, physical and cognitive growth; assist children with classroom projects and assignments.

Provide appropriate modeling and verbal feedback to ECE students in a lab center environment; assist with observing and monitoring progress of ECE students.

Assist children by answering questions, providing appropriate examples, emotional support, friendly attitude and general guidance; monitor, assess and report progress of children's performance and behavior; assist in monitoring, assessing and adjusting activities in response to children's needs.

Observe and re-direct behavior of infants and toddlers according to approved procedures; monitor children during outdoor activities; resolve child guidance problems in a proper and timely manner.

Communicate with students, families, personnel and outside agencies to exchange information and resolve issues or concerns.

Maintain a clean, safe, attractive and organized learning environment; assure the health and safety of children by following health and safety practices and procedures; clean, set up, and set out toys and instructional materials.

Participate in a variety of other assigned activities such as preparing meals, answering telephones, performing laundry duties and setting up equipment for outdoor activities.

Attend and participate in various meeting, conferences and in-services as assigned.

October 2013

Ewing Consulting Services

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, techniques, theories and practices of early childhood education and child development including proper care and discipline.

Child guidance principles and practices.

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Classroom procedures and appropriate child conduct.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Assist in providing care, supervision and learning activities to children enrolled at the Early Learning Center.

Assist with planning and implementing a variety of educational activities to meet the needs and interests of infants and toddlers and facilitate and enhance social, physical and cognitive growth.

Oversee and assist children with classroom projects and assignments.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Learn policies and objectives of assigned Program and activities.

Monitor, observe and report child behavior and progress according to approved policies and procedures.

Assist in monitoring, assessing and adjusting activities in response to children needs.

Understand and follow oral and written instructions.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by 12 core units in Early Childhood Education, three units in infant/toddler caregiving and 50 days of student teaching young children in a licensed setting.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and monitor child activities.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to assist children.

Reaching overhead, above the shoulders and horizontally.