

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSOCIATE TEACHER INFANT/TODDLER EDUCARE

BASIC FUNCTION:

Under the general supervision of the Supervisor, Preschool Instructional Support, the Associate Teacher, Infant/Toddler – Educare shares and collaborates in the responsibility for the planning, implementation and coordination of a comprehensive education program and ensure that the education program is developmentally appropriate for each child's individual needs and meets the program standards of Educare California Silicon Valley (ECSV).

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

CURRICULUM AND INSTRUCTION:

Uses Responsive Care Giving model in accordance with the PITQ philosophy to ensure that children are supported developmentally, socially, and emotionally.

Responds to Infant/Toddler's needs including diaper changing, feeding, napping, and other regulatory activities to support the child's sense of security in the classroom with adults and other children.

Supports, plans, and implements developmentally appropriate classroom activities that intentionally support the developmental and educational goals of all children.

Participates in observation based assessments and uses assessment results and data to assist with the planning of individual and classroom activities.

Shares children's educational and developmental progress with parents.

Supports and implements other activities (i.e., health/physical activity, nutrition, mental health, disabilities, safety and parental involvement) into the educational plan.

Assists children and families with educational transitions into preschool classrooms.

INSTRUCTIONAL LEADERSHIP:

assume overall responsibility of the classroom.

Program/curriculum used in early childhood education, specifically for Infants and Toddlers.
Developmentally appropriate practice for Infants and Toddlers.
Proper English including proper grammar, punctuation and sentence structure.

ABILITY TO:

Remain abreast of developments in child development/early childhood education regulations and program guidelines.

Change classroom practice in response to individual professional development and coaching.

Participate in ECSV's commitment to continuously review, analyze and apply findings from local and national evaluations to program design and classroom practice.

Work in an interdisciplinary team

WORKING CONDITIONS:

ENVIRONMENT:

Job duties are spent both indoors and outdoors. The noise level in the work environment is usually moderate. Classroom style is in a laboratory like setting and video recording is a regular occurrence in the classroom for the purpose of training, technical assistance and classroom observation.

PHYSICAL DEMANDS:

Hearing and speaking information in person and on the telephone; seeing to read, prepare and proofread documents, perform assigned duties; seeing and hearing to supervise children at all times by both sight and sound; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, lifting light objects, and children up to 40 pounds.

Note: Some positions in this classification may be paid from restricted funds.

Approved by Personne Commission May 13, 2015; Revised 05/05/2015; Revised Approval: 05/11/2016

Kristin Olson

Date: 04/27/2016

Director Classified Personne Services