SANTACLARACOUNTYOFFICE FEDUCATION

CLASSITLE: ASSOCIATE ACHERN FANT/TODDLE DUCARE

BASICFUNCTION:

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 ducation program and ensures that the education program is developmentally appropriate for each child's individual needs and meets the program standards of Educare California Silicon Valley (ECSV).

REPRESENTATION ETIES:

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

ESSENTIADLUTIES:

CURRICULUMNDINSTRUCTION:

UsesResponsiv@areGivingmodel in accordancewith the PITQphilosophyto ensurethat children are supported developmentally socially, and emotionally.

Responds o Infant/Toddlersneeds 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 classroomactivities that intentionally support the developmental and education algorithms.

Participates in observation based assessment and uses assessment esults and data to assist with the planning of individual and class room activities.

Share schildren's educational and development abrogress with parents.

Supports and implements other activities (i.e., health/physical activity, nutrition, mental health, disabilities.safetyandparentalinvolvement)into the educationalplan.

Assistschildrenandfamilieswith educationaltransitions into preschook lassrooms.

INSTRUCTIONAL ADERSHIP:

assumeoverallresponsibility of the classroom.

FAMILYENGAGEMENT:

Interacts with families through regular classroom contact and contributes to and participates in interdisciplinarychild and family reviews, parent conferences and home visits to sharechild educational and developmenta progress and respond to their identified interests and/or needs.

Encourage samily engagement in program activities and implementing education activities for their childrenat home and in the community.

<u>CLASSROOM/ANAGEMEN</u>T:

Maintains an effective environment for learning that supports children's development of school readinesskillsandsocialandemotionaldevelopment.

Encourageschildren to develop in all areas including socialemotional, health, physical development, languageand cognitives kills.

Supports the mission of ECS by welcoming class room visitations.

Maintainsa clean, healthy and safe class roomen vironment.

Ensures that childrenare under visual supervision at all times.

ADMINISTRATIVELITIES:

Assists the selection of instructional supplies.

Participatesvi25A.001 Text Citation (clean,) Tj /TT1 1 Tf 2.4144 0 TD 0 To

Program/curriculumusedin earlychildhoodeducation,specificallyfor InfantsandToddlers.

Developmentally appropriate practice for Infants and Toddlers.

ProperEnglish,includingproper grammar,punctuation and sentences tructure.

ABILITYO:

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

Changelassroompracticein responseto individualprofessionablevelopmentand coaching.

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

Work in an interdisciplinary team

WORKING ONDITIONS:

ENVIRONMENT:

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

PHYSICADEMANDS:

Hearing and speaking information in person and on the telephone; seeing to read, prepare and proofread documents, perform assigned uties; 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: Somepositions in this classification may be paid from restricted funds.	
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KristinOlson	Date:04/27/2016
Director ClassifiedPersonneServices	Date: 6 1/21/2010