**CITY OF EL CERRITO**

# CHILDCARE/PRESCHOOL TEACHER (3/4 time)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## DEFINITION

Under general direction, plans, organizes and supervises a variety of daily and seasonal recreational and educational activities and special events for children.

## SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Community Services Coordinator and Program Supervisor. Exercises supervision over part-time and temporary aides as assigned and in the absence of the Community Services Coordinator.

## ESSENTIAL FUNCTION STATEMENTS

*Essential responsibilities and duties may include, but are not limited to, the following:*

### Essential Functions:

Work directly with children in class activities and projects; plan age-appropriate activities and adhere to established schedule; ensure health and safety of children; prepare snacks; maintain program records.

Assist Coordinator with the following: order supplies, provide program information, promote community support, handle emergency situations, shop for food and other supply items.

Assist in the orientation, training and direction of personnel; provide feedback for staff evaluations, perform related duties of Coordinator in the Coordinator's absence; implement and enforce established policies and rules.

Assist in the maintenance of office, activity rooms, bathrooms, and outside areas; conducts equipment inspections to insure proper use and safety; assist in daily facility set-up.

Conducts field trips with children to off-site locations. Field trips are more frequent during summer months, and may involve van transport and event coordination.

Meets and speaks with parents regarding behavior issues, program details, and payment information.

### Marginal / Non-Essential Functions:

Attend staff meetings.

Perform related duties and responsibilities as required.

## QUALIFICATIONS

### Knowledge of:

Principles and practices of early childhood education.

Seasonal, special events and standard recreation program development, implementation, review and evaluation.

Applicable regulations and rules related to the preschool and/or child care.

Standard office practices and procedures, including record keeping, basic mathematics, and job-related computer applications.

### Ability to:

Plan, organize, conduct and supervise a preschool and/or child care program.

Organize and implement daycamp and recreational activities.

Assist in the oversight of personnel assigned to the program.

Interpret, apply and explain policies, procedures, and regulations.

Obtain first aid, infant CPR or other appropriate certifications to handle medical emergencies in a calm and effective manner.

Maintain facilities and equipment in a clean, safe and secure manner.

Maintain accurate records.

Communicate clearly, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

### Experience and Training Guidelines

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Experience:

Equivalent of six months experience in licensed group child care program or comparable setting or possession of a Children's Center Permit issued by the California Commission on Teacher Preparation and Licensing, or equivalent experience to provide the required knowledge and abilities.

#### Training:

High school graduation or GED, plus a minimum of six units of course work in Early Childhood Education, recreation, physical education, elementary education, or closely related field.

**Licenses/Certificates/ Other requirements:**

Must possess and maintain a valid California class C driver's license. Teachers must complete 12 units in Early Childhood Education or Recreation and satisfy State licensing requirements prior to conclusion of probationary period.

**PHYSICAL DEMANDS**

| | | | |
|---|---|---|---|
| Sitting: | Occasionally | Lifting: | |
| Standing: | Frequently | up to 10 lbs: | Frequently |
| Walking: | Frequently | 11 to 25 lbs: | Occasionally |
| Bending: | Frequently | 26 to 50 lbs: | Occasionally |
| Crouching: | Occasionally | 51 to 75 lbs: | Rarely |
| Stooping: | Occasionally | 76 to 100 lbs: | Never |
| Kneeling: | Occasionally | 100 + lbs: | Never |
| Crawling: | Rarely | Carrying | |
| Climbing: | Occasionally | up to 10 lbs: | Frequently |
| Balancing: | Occasionally | 11 to 25 lbs: | Occasionally |
| Running: | Rarely | 26 to 50 lbs: | Occasionally |
| Twisting: | Frequently | 51 to 75 lbs: | Rarely |
| Turning: | Frequently | 76 to 100 lbs: | Never |
| Jumping: | Rarely | 100 + lbs: | Never |

Pushing/Pulling:

| | |
|---|---|
| up to 10 lbs: | Occasionally |
| 11 to 25 lbs: | Occasionally |
| 26 to 50 lbs: | Never |
| 51 to 75 lbs: | Never |
| 76 to 100 lbs: | Never |
| 100 + lbs: | Never |

| | |
|---|---|
| Grasping – firm: | Occasionally |
| Finger dexterity: | Occasionally |
| Reaching forward: | Frequently |
| Pinch grasp: | Occasionally |
| Grasp – light: | Frequently |

| | | | |
|---|---|---|---|
| Coordination | - | Eye-hand: | Occasionally to frequently |
| | | Eye-hand-foot: | Occasionally to frequently |
| | | Driving: | Occasionally |
| Talking | - | Face-to-face: | Frequently |
| | | Verbal contact: | Frequently |
| | | Public: | Occasionally |
| Vision | - | Acuity far: | Required |
| | | Acuity, near: | Required |
| | | Depth perception: | Required |
| | | Field of vision: | Required |
| | | Accommodation: | Required |
| | | Color vision: | Required |

**PHYSICAL DEMANDS: (continued)**

Hearing - Conversation: Frequently
Telephone: Occasionally
Earplugs: Not required

**MENTAL REQUIREMENTS**

Abstract variables, interpret instructions, problems-standard, detailed uninvolved instructions, one or two step instructions, reading-simple, reading-complex, writing-simple, writing-complex, math skills-simple, spatial, form, clerical, synthesizing, coordination, analyzing, copying, comparing, mentoring, negotiating, instructing, supervising, diverting, persuading, speaking-signaling, serving, taking instructions-helping, setting up, driving-operating.

**WORK ENVIRONMENT**

Indoors, outdoors, change in temperature/humidity, excessive noise, using computer/computer monitor screen, works around others, works alone, works with others.

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