

CITY OF EMERYVILLE/MESA

Created: December 2000 (Teacher I 1670)
Revised: March 2016
TITLE: TEACHER ASSOCIATE
FLSA: NON-EXEMPT
Class Code: 1675

TEACHER ASSOCIATE

DEFINITION:

Under the supervision of the Child Development Center Management, this position performs a variety of duties in the efficient and effective operation of a child development center classroom; promotes nurturing and encouraging interactions activities that support the cognitive, social emotional, and physical development of children; implements Creative Curriculum and activities in a team-oriented environment consistent with the State Department of Education and Community Care Licensing rules and regulations; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level classification. Incumbents are responsible for the full range of instructional duties associated with the teaching of children enrolled in the Early Childhood Center. This is a classification in the Teacher series and can be distinguished from the Teacher classification, which is a journey-level position, It is also distinguished by the number of applicable educational units and permits earned and relevant child development experience. The incumbent receives direct supervision from the Child Development Center Management. Work is performed in a team environment where the work is shared in order to better facilitate the learning of the children.

Duties and Responsibilities: Duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Provides care and direct supervision of children. Assesses and understand the emotional, cognitive, and physical needs of children and responds by providing developmentally appropriate experiences. Plans and implements age appropriate activities to promote educational goals and objectives according to the curriculum; builds self-esteem and develops pride among the many cultures represented within the center.

Implements California State Guidelines when creating classroom environments, assessing children, and planning experiential activities.

Plans and develops activities that promote language and literacy; social, emotional and cognitive development; mathematics; physical and health development; school readiness; and English language development through various activities; provides opportunities for children to explore and play.

Ensures that fundamental needs of each child are met by assisting with meals, toileting and diapering, and maintaining an organized and clean environment.

Identifies children with special needs (health, social, emotional, cognitive); assists with the implementation of child screenings and assessments; assists in the implementation of Individualized Educational Plans (IEPs).

Conducts developmental screenings, ongoing child observations, developmental assessments and devises Individual Development Plans (IDP) on children enrolled in the program.

Encourages and maintains positive and productive relationships with colleagues, staff, management, partners, consultants, children and parents; attends, participates and coordinates parent meetings, staff meetings and trainings.

Builds strong family school partnerships by planning and participating in community events and communicating with families through newsletters and parent conferences.

Maintains educational standards as required by the State Department of Education, Community Care Licensing and the City of Emeryville.

QUALIFICATIONS:

Knowledge of current child development practices in accordance with the California State Department of Education and Community Care Licensing guidelines; rules regulations and statutes regarding child safety and personal rights; best practices in supporting child progress along the developmental continuum and applicable methods of child assessment; effective methods of child assessment and evaluation; correct English usage including spelling, grammar and punctuation; acceptable methods of child care; methods and practices of child assessment; various stages of child development; effective methods of building positive relationships with children, staff and parents; rules, regulations and statutes governing the operation of a Child Development Center.

Ability to implement current child development practices in accordance with State Department of Education and Community Care Licensing guidelines; prepare lesson plans and daily activity schedules which facilitate and stimulate child learning; communicate effectively, both in writing and verbally; work as part of a team in a culturally diverse environment; direct the activities of children of varying ages from infancy to pre-school; deal with children in distress and/or are uncooperative; implement program goals; work effectively with those contacted in the course of the work including children, parents, staff, management and consultants; follow oral and written instructions; perform the physical duties of the job.

EDUCATION/EXPERIENCE:

Any combination of education and training that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Twelve (12) Early Childhood Education units and one year of relevant child development experience in a center-based setting. Participants must have the willingness to pursue their career development and must have a high school diploma or GED certificate. All necessary and required documentation must be current as required by the Department of Education, Community Care Licensing and the City of Emeryville. An Associate Teacher Permit is required for this position and must be either possessed by the candidate at the time of application or obtained and be presented to the Manager prior to the end of the probationary period. An Associates of Arts or a Bachelor's degree is preferred.

Teachers must either have at the time of application or complete at least three units in infant and toddler courses within the probationary period. Failure to complete these units successfully and to obtain and present an Associate Teachers Permit by the end of the probationary period will result in release from probationary status.

Special Requirements:

Must be sufficiently physically active in order to monitor and participate in children games and exercise activities; stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, lift up to 50 lbs. while monitoring children; sit on the floor while working with infants, toddlers, and children; carry and bottle feed infants/toddlers; grasp and manipulate items such as writing utensils; and sufficiently patient to care for children in distress and/or who are being uncooperative.

Must have the ability to meet the re-education provisions of the State Department of Education.