

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD DEVELOPMENT INSTRUCTOR

BASIC FUNCTION:

Under the direction of a Child Development Division (CDD) Program Director/Resource Teacher, provide instruction, supervision, and care of infants (8 weeks up to but not exceeding 36 months) or children between the ages of three (3) years to five (5) years of age, and assist in the supervision of the Child Development Program Assistant.

DISTINGUISHING CHARACTERISTICS:

The Child Development Instructor is the position for the State Preschool Program or State General Child Development funded by the CDD.

REPRESENTATIVE DUTIES:

Plan, organize, schedule, and supervise appropriate program activities, including learning and social experiences, outdoor play, parental and community involvement, and related activities as specified in state law and school district regulations. *E*

Supervise infants (8 weeks up to but not exceeding 36 months) or children's use of equipment and materials including, but not limited to, the manner in which the children participate in learning outdoor, and nutritional experiences. *E*

Evaluate pupils' academic and social growth, keep appropriate records and communicate with parents and staff on the individual pupil's progress; maintain student records as required. *E*

Assist in setting up, organizing, and maintaining appropriate equipment, materials, and supplies. *E*

Maintain assigned work areas in a neat and orderly condition; cleans up infants (8 weeks up to but not exceeding 36 months) or children, clothes, and facilities, as necessary; attend to the personal needs of children, as necessary. *E*

Serve snacks and meals; eat with infants (8 weeks up to but not exceeding 36 months) or children; clean up serving areas after meals. *E*

Assure the health and safety of infants (8 weeks up to but not exceeding 36 months) or children by following all relevant health and safety rules and procedures. *E*

Provide first aid and care for ill or injured infants (8 weeks up to but not exceeding 36 months) or children. *E*

Change diapers and feed children as needed. Children receiving bottles must be held during feeding time. *E*

Wash crib sheets/blankets weekly and wash toys/mats daily. *E*

Attend staff meetings, conferences, and in-service training programs, parent education meetings as directed. *E*

Perform clerical duties as assigned. *E*

Performs other related duties as required or assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Oral and written communication skills appropriate to this classification.

Basic arithmetic.

Methods used to motivate and supervise infants (8 weeks up to but not exceeding 36 months) or children of three (3) years to five (5) years of age.

Basic health and nutritional requirements for infants (8 weeks up to but not exceeding 36 months) and preschool -aged children.

ABILITY TO:

Learn State Infant/Toddler or Preschool Program rules and procedures.

Learn and apply basic routines and requirements for infants (8 weeks up to but not exceeding 36 months) or children three (3) years to five (5) years of age.

Work effectively in a multi-ethnic setting, and be willing to work with special needs children.

Establish and maintain effective working relationships with infants (8 weeks up to but not exceeding 36 months) or children, parents, supervisors, and State Infant Toddler or Preschool staff, and other school district personnel.

Maintain assigned equipment, supplies, and working areas in a clean and orderly condition.

Understand and follow both oral and written directions.

Learn and administer appropriate first aid and CPR techniques.

Work confidentially with discretion.

Remain calm in stressful situations.

Be flexible with work assignments.

EDUCATION AND EXPERIENCE:

Equivalent to graduation from high school and a minimum twelve (12) units of Early Childhood Education (ECE) or Child Development (CD).

LICENSES AND OTHER REQUIREMENTS:

The possession of, or securing an Associate Teacher Child Development Permit (Teacher or Master Teacher Permit) as issued by California Commission on Teacher Credentialing within six (6) months of employment in this classification. The possession of, or securing a valid First Aid Certificate within three (3) months of employment in this classification. The possession of, or securing, a valid pediatric and/or adult CPR Certificate within six (6) months of employment in this classification.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 50 pounds. Seeing to monitor infants (8 weeks up to but not exceeding 36 months) or student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments; bending at the waist, kneeling, standing and walking for extended periods of time.

ADOPTED: September 20, 2001

REVISED: July 23, 2002

REVISED: October 5, 2004