

# CHINO VALLEY UNIFIED SCHOOL DISTRICT

## CHILD DEVELOPMENT TEACHER

### DESCRIPTION OF POSITION:

Child Development Teacher, under the direction of the Coordinator, Child Development, plans, develops, directs and supervises the General Child Care program in accordance with California Department of Education (CDE) and California Department of Social Services/Community Care Licensing regulations.

### MAJOR DUTIES AND RESPONSIBILITIES:

Execute and direct a developmentally appropriate child care and development program that provides individual and group activities designed to stimulate growth across the learning domains for children ages 3-12. **(E)**

Develop and enforce a plan for safe and effective supervision of children. **(E)**

Provide a safe and healthy environment, with appropriate standards for positive child behavior and pro-social development. **(E)**

Supervise and direct the work of support staff; assist in obtaining substitute staff; provide training of support staff; provide lunch/break coverage to support staff as needed. **(E)**

Guide daily routine activities of children such as eating, sleeping, dressing, toileting and other functions. **(E)**

Develop and implement lesson plans based on the children's identified needs and developmental abilities; cultivate and demonstrate understanding of a child's development of children's abilities, skills, and interest; submit recommendations for purchase of instructional materials to help achieve educational goals. **(E)**

Complete developmental profiles for all children according to CDE standards; conduct parent conferences; maintain communication with parents on informal and formal basis regarding developmental progress, positive behavior, health concerns or questions, or special needs of the child; collaborate with other professional staff to assess and address health and developmental problems. **(E)**

Implement a nutrition program in accordance with USDA regulations for children; develop age-appropriate menus; maintain accurate records for Child Care Food Program reports; cooperate and assist administrative staff with reports, food program evaluation, and food program audits. **(E)**

Assess and maintain center environments according to CDE standards for environments; devise and implement action plans to maintain acceptable environment rating; submit recommendations for purchase of needed equipment or supplies. **(E)**

Maintain accurate records for attendance reporting and enrollment documentation; assist in development of policies and procedures. **(E)**

Develop a plan for and conduct a minimum of three (3) parent advisory committee meetings. **(E)**

Maintain positive relationship with parents, communicating formally and informally regarding positive behavior, concerns, questions or special needs of the child.

Maintain positive relationship with school site administration and teachers.

Maintain a pleasant working relationship with center staff and District personnel.

Perform other related duties as assigned.

**(E)** = Essential Functions

**CREDENTIAL:** Valid California Child Development Site Supervisor Permit.

**QUALIFICATIONS:** Proven skills in flexibility and sensitivity to change situations and needs; to problem solve and structure time effectively: to direct individual and group activities of children and families: to effectively carry out written and oral instructions: to communicate effectively with parents and children; and to maintain cooperative professional work relationships.

Knowledge of and ability to read, interpret, and apply Title 5, Title 22, and California Department of Education regulations.

Ability to work successfully with minority and low-income families, and demonstrated knowledge of the basic needs of children and families.

Strong college preparation in Early Childhood Development desirable.

Knowledge of English and Spanish, Cantonese or Vietnamese desirable.

**EXPERIENCE:** Successful teaching experience in a child development setting, with children ages 3-13, is desirable.

**WORKING CONDITIONS:** Classroom;  
Playground;  
Restroom;  
Instructional settings within the community.

**PHYSICAL ABILITIES:** Lifting at least 50 pounds;  
Walking and standing for extended periods of time;  
Running;  
Visual ability to read, prepare, and process documents;

Pushing and pulling;  
Reaching overhead, above shoulders and horizontally;  
Must be willing to diaper and provide toilet assistance to students;  
Dexterity of hands and fingers to operate other adaptive equipment  
and classroom instructional materials;  
Gripping and grasping.

**ADDITIONAL  
REQUIREMENTS:**

Under Senate Bill 792, employees working in day care centers are  
required to be immunized against influenza, pertusis and measles.

**HAZARDS:**

Exposure to contact with blood, body fluids and waste materials;  
Contact with cleaning agents and chemicals.

Board Approved: October 16, 2008  
Revised: November 17, 2016