



Child Care Instructor

Class Specification

Revised 9/23

Class ID: 800

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under supervision, provides educational instruction and recreational activities in a state licensed childcare center for children ages three to five years old. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the assigned Recreation Supervisor with functional direction from the Lead Child Care Instructor. Exercises no supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional classification in the Child Care class series. Child Care Instructors are responsible for planning and implementing activities including arts and crafts, games, creative and free play, exercise and movement, and circle time targeted to children ages three to five years old. This position is distinguished from the Lead Child Care Instructor as the latter provides functional and technical direction to other Child Care Instructors.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, implement, develop, and supervise academic and recreation activities for children ages three to five years old; lead children in academic activities, arts, crafts, games, and organized play; prepare lesson plans; participate in field trips; maintain various records as required.

Assess child's skill levels and progress; maintain on-going communication with parents regarding their child's behavior and participation; participate in parent conferences; work with family members to create learning and development strategies as necessary.

Enforce safety and health standards; correct deficiencies that create health and safety risks.

Assist in the setup, inspection, and take down of all equipment at the childcare facility for proper use and safety, maintain rooms and play areas in a clean, orderly, and safe condition.

Maintain, order, and store necessary supplies; purchase grocery supplies for snack time; plan, prepare, and serve nutritious snacks to children.

May provide direction to volunteers.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Developmentally appropriate program content for children ages three to five years old.
- Principles and methods used in instructing a comprehensive range of activities for children ages three to five years old.
- Instruction, supervision, and classroom management techniques.

- State licensing regulations, and policies and procedures established by the City and Recreation and Community Services Department.

Skill or Ability to:

- Instruct children in large and small group activities.
- Use initiative and sound independent judgment within established guidelines.
- Coordinate a variety of activities involving children three to five years old.
- Work effectively in a team environment.
- Effectively plan and implement childcare programs.
- Establish and maintain effective collaborative working relationships with children, parents, and co-workers.
- Communicate clearly and concisely, both orally and in writing.
- Maintain an environment that is safe and appropriate for children three to five years old.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work as scheduled.
- Perform related duties as assigned.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a high school diploma or equivalent, successful completion of 12 semester or quarter equivalent units (core semester units in early childhood education/development) of Early Childhood Education specified by Title 22 regulations from an accredited academic institution, and at least six (6) months of teaching in a licensed child care center or comparable group child care program. An Associate’s degree is desirable.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Successful completion of Pediatric First Aid and Pediatric CPR training within thirty (30) days of hire.
- Approved Mandated Reporter Training Certificate is required within thirty (30) days of hire.
- Tuberculous screening clearance within thirty (30) days of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a recreational facility setting and use standard office and/or recreational equipment, including a computer, and to operate a motor vehicle to drive and purchase supplies; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally, bend, stoop, run, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 35 pounds.

May be required to work a varied schedule of hours, which may include early mornings and evenings.

ENVIRONMENTAL CONDITIONS

Employees work in a recreational facility environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work outside and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.