



Lead Child Care Instructor

Class Specification

Revised 9/23

Class ID: 801

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under supervision, provides educational instruction and recreational activities in a state licensed child care center for children ages three to five years old; provides lead direction to other Child Care Instructors, leads facility tours, and provides program information for prospective families, arranges parent-teacher conferences, and assists to ensure daily compliance with California State Licensing requirements. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the assigned Recreation Supervisor. Exercises no direct supervision but provides functional direction over staff.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional classification in the Child Care Instructor classification series. The incumbent takes a lead role 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 Child Care Instructor classification in the assigned duties of the Lead Child Care Instructor provides functional lead direction to other Child Care instructors.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Assist with supervision of the program and its activities; provide lead direction to Child Care Instructors; assist in the review of Child Care Instructors; provide classroom coverage during Child Care Instructor absence and vacation.

Lead facility tours and provide program information and registration requirements for families.

Advise supervisor of student behavior issues; arrange meeting(s) with parents as needed to resolve student behavior issues; 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.

Ensure daily compliance with all California State Licensing requirements.

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.

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

Assist in the set-up, inspection, and take down of all equipment at the child care 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 lead direction to volunteers.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- California State Child Care Licensing requirements.
- 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:

- Plan and implement curriculum based on principles of child development.
- 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.
- Manage time, activities, and resources effectively.
- 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.
- 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 15 semester or quarter equivalent units (12 core semester units in early childhood education/development, 3 semester units in administration or staff relations) of Early Childhood Education specified by Title 22 regulations from an accredited academic institution, completion of 15 hours of health and safety training and one (1) hour of a preventive health practices course or courses that include instruction in the recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries, and four (4) years of teaching experience in a licensed day care center or comparable group child care program.

Education from an accredited academic institution with a major in Early Childhood Education or Child Development may be substituted for experience as follows: an Associate's degree or equivalent may substitute up to two (2) years of experience or, a Bachelor's degree or equivalent may substitute up to three (3) years of experience.

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.