

DRAFT

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHILD DEVELOPMENT INSTRUCTIONAL SPECIALIST – Infant Toddler

BASIC FUNCTION:

Under the direction of an assigned Dean or designee, plan, organize and evaluate learning experiences for Early Childhood Education students and children in a children's center learning lab environment.

REPRESENTATIVE DUTIES:

Plan and conduct student orientation to learning laboratory classes and conduct tours of the assigned center; organize and prepare laboratory classroom prior to class and reorganize following class. (E)

Assist in the development and implementation of instructional programs of a campus-based infant/toddler program; assist in developing self-concept and acceptance of cultural diversity. (E)

Conduct daily large group presentation; work with small groups of children in a variety of activities; direct activities in the classroom and outside yard area; maintain order and discipline. (E)

Provide an environment to facilitate physical and emotional development of infant/toddlers; maintain an environment conducive to learning; plan activities, instructional materials and lesson plans appropriate for assigned age level. (E)

Assist in the design, development and evaluation of student learning laboratory materials; confer with instructional staff and students regarding assignments, student progress and child progress. (E)

Conduct daily health check of children and students; schedule and re-schedule student daily assignments. (E)

Participate and assist in parent conferences and orientation. (E)

Operate a variety of audio-visual and office equipment. (E)

Prepare and maintain a variety of records and reports related to attendance, skills development, lesson plans, student performance and accidents; perform clerical support duties as assigned and assist in ordering instructional supplies and equipment. (E)

Refer parents and families to appropriate community services. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

Current concepts used in Early Childhood Education.

Basic child psychology and development.

Curriculum planning for a child development program.

Health and safety requirements for children.

Methods of observing, evaluating and recording child behavior.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, develop and implement educational experiences for children.

Tutor and direct parent and college student participation in planned activities.

Maintain a healthy and safe environment.

Work independently with little direction.

Apply and explain policies, procedures, rules and regulations.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Must meet existing applicable state regulations, specifically: any combination equivalent to 24 units ECE/CD including core courses plus 16 GE units plus 6 units specialization, plus 2 units of adult supervision, and 3 units of Infant/Toddler course required by CCL Title 22 AND 350 days experience in a child care center environment within the past four years.

LICENSES AND OTHER REQUIREMENTS:

A valid Child Development Master Teacher Permit or equivalent.

A valid First Aid and CPR Certificate issued by an authorized agency.

A California Child Care Provider Health and Safety Certificate (to be obtained within 30 working days from date of hire.)

ENVIRONMENT:

Large, self-contained children's center environment.

Outdoor play area with climbing structures, sand, and riding toys.

Contant noise.

May 4, 2006

PHYSICAL ABILITIES:

Lifting children and moderately heavy objects.

Bending at the waist.

Kneeling or crouching.

Crawling.

Seeing to observe infants and toddlers.

Hearing and speaking to exchange information.

Standing for extended periods of time.

Carrying, pushing or pulling.

Physical agility and stamina.