

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Child Development Instructor*
WORK YEAR: *Varies Depending on Site*

JOB DESCRIPTION: *Under the general direction of the Principal of the Child Development Program, to provide leadership and direction to the Child Development Aides. Must also provide program leadership and coordination of enrichment activities for groups of children enrolled in the Child Development Services Program. Is responsible for program operations as assigned. Persons employed as a Child Development Instructor must demonstrate a desirable example of appearance, grooming, and personality. They must also demonstrate initiative, tact, patience, good judgment, and confidentiality.*

ESSENTIAL JOB TASKS:

- 1. Assist the Site Supervisor with the overall management of the site.*
- 2. Assists in enrolling families into the Child Development Program.*
- 3. Assists in maintaining family files.*
- 4. Be able to perform the tasks necessary to maintain the record keeping, billing, and file documents in the temporary absence of the Site Supervisor.*
- 5. Assists with the plans and coordination of the work for the Child Development Aides.*
- 6. Assists in developing site lesson plans and snack menus.*
- 7. Assists in ordering food and supplies for site.*
- 8. Keeps a daily log.*
- 9. Dispenses medications and keeps accurate medical records.*
- 10. Meets as necessary with site staff and Child Development Principal to discuss activities, snacks, and program concerns.*
- 11. Responsible for daily activities for assigned group of children.*
- 12. Be responsible for the safety of the children enrolled.*
- 13. Assists with the plans and coordination of the work of the Child Development Aides.*
- 14. Treat children with dignity and respect, while helping to build self-esteem and confidence.*
- 15. Communicates with parents, and attends parent meetings when necessary.*

16. *Maintains standards of student behavior needed to achieve a desirable atmosphere and psychological security within the program.*
17. *Be able to work with the staff to ensure the orderly arrangement, appearance, décor and cleanliness of the room.*
18. *Attends necessary staff meetings and in-service trainings.*
19. *Provide feedback to the Site Manager and Child Development Principal.*
20. *Responsible for security, including locking, of site at end of shift.*
21. *Be energetic and outgoing and a good role model.*
22. *Maintain a positive attitude toward the control of children.*
23. *Performs other duties as assigned.*

MARGINAL JOB TASKS:

1. *Performs clerical work.*
2. *Performs basic arithmetical operations.*

KNOWLEDGE/SKILLS/ABILITIES:

1. **Knowledge of:**
 - *Laws and regulations relating to child development, services, and methods*
 - *General child behavior*
 - *Basic methods used in monitoring children's activities.*
2. **Ability to:**
 - *Maintain cooperative and harmonious relationships with administration, staff, parents, and community at large.*
 - *Follow oral and written directions.*
 - *Relate effectively with wide variety of professional staff members and community at large.*
 - *Communicate with others in an effective and sensitive manner, both orally and in writing.*
 - *Read, write, and speak correct English.*
3. **High School graduate or equivalent.**
4. **NCLB compliant: 48 semester units, or AA, or NCLB Certificate.**
5. **Children's Center Permit desirable.**
6. **Recent experience working with school age children.**
7. **Valid First Aid and CPR Certification desirable.**
8. **Valid California driver's license, with proof of auto insurance.**
9. **Private transportation.**

SALARY: *Placement on the CSEA Salary Schedule, Range D*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised/Board Approved: