

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

CHILD DEVELOPMENT TEACHER

Title:	Child Development Teacher	Reports To:	Director of Categorical Programs/ELL or Designee
Department:	Special Projects	Work Year:	220 Days per year (General Child Care) 179 Days (State Preschool Program)
Classification:	Certificated	Salary:	See Child Development Program Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

Under the direction of the Director of Categorical Programs/ELL or Designee, the Child Development Teacher will plan, organize and implement the instruction, social and physical programs for children enrolled in the General Child Care and State Preschool Programs.

REPRESENTATIVE DUTIES:

- Be responsible for planning the instructional program on a team basis including the Head Teacher, Teachers, Teacher Assistant, and support staff. E¹
- Develop lesson plans and instructional materials consistent with children’s interests, cognitive abilities, and development. E
- Supervise the work of the teacher assistants and other instructional aides.
- Interact with parents regarding positive behaviors, concerns, questions and special needs of each child. E
- Participate in parent involvement by recruiting, and planning for parent volunteers and parent meeting activities. E
- Participate in scheduled parent conferences and home visits when needed. E
- Maintain appropriate and required records and prepare reports related to attendance, assessment, lesson plans, parent conferences, meal counts, injuries, and other required data. E
- Be able to serve in the capacity of Head Teacher in case of special necessity. E
- Understand the principles in selecting materials and equipment that provide for achievement within the planned educational program. Plan for best possible utilization of materials and equipment in the instructional program. E
- Maintain an orderly, safe physical environment, cultivating and demonstrating understanding of the child’s evolving needs and provide experiences for optimal development of abilities, skills, and interests.
- Attend and contribute to staff meetings and collaborate professionally and constructively with other staff members in the interest of the center’s program. E

¹ Essential duties as required by the American Disabilities Act

- Cooperate with the staffing needs of the center which are scheduled for the purpose of providing a smoothly operating and effective program for children that complies with Program, District and State Guidelines. E
- Accept constructive suggestions and evaluations conducive to professional growth. Contribute constructive and objective suggestions to improve the program as a whole. E
- Perform any other assigned related duty necessary for program operation, quality and compliance.

EDUCATION AND EXPERIENCE:

- High School graduation or equivalent.
- Valid California Child Development Teacher Permit.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Have adequate knowledge in order to enforce the general center and school operations, state regulations and guidelines.

ABILITY TO:

- Grow professionally through books, periodicals, professional organizations, meetings, and study.
- Cooperate in assessing the physical needs of the center and provided a safe, attractive physical environment. E

WORKING ENVIRONMENT: Classroom and school setting.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently - up to 50% of shift (3); Frequently - up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	4	Lift/carry 0-10 lbs	4
Twist	4	Lift/carry 11-25 lbs	4
Squat	3	Lift/carry 26-40 lbs	3
Kneel	3	Lift/carry 41-100 lbs	2
Climb	2	Stand	4
Reach above shoulder	4	Walk	4
Grip/Grasp	4	Sit	2
Extend/Flex Neck	4	Drive	1
Use Right Hand	4	Perform Repetitive Hand Motions	2
Use Left Hand	4	Keyboarding/Mouse Work	2
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is compliant with ADA requirements.

Approved by: Rose Peppin
 Rose Peppin, Assistant Superintendent of HRS

Date: 1/29/07