

## Napa Valley Unified School District

## Position Description

Position: Child Development Teacher	Position Number:
Department/Site: Various	FLSA: Non-Exempt
Reports to/Evaluated by: Child Care Program Manager or designee	Salary Grade: 24

### **Summary**

Provides oversight and instruction support of elementary school aged children. Provides meaningful learning and recreational activities for school aged children. Employs a range of instructional techniques and strategies to enhance student progress and establish a productive classroom environment.

### **Distinguishing Career Features**

The Child Development Teacher is trained to deliver age-appropriate education support to elementary school children. Advancement to this position requires credentials plus the demonstrated ability through coursework and experience, to deliver age-appropriate subject matter and learning style concepts that enhance student skill and development. Advancement to Child Development Lead Teacher requires the qualifications listed in its description and the ability to accept a leadership role in one or more child development classrooms.

### **Essential Duties and Responsibilities**

- Plans, designs, and provides meaningful learning and developmental activities for school aged children, including a program of instruction specifically designed to enhance and develop mental, physical, emotional, and social capabilities of children.
- Participates in and may coordinate parent education activities as they relate to program requirements and needs.
- Plans, coordinates, and maintains a supportive learning environment by developing and applying current thought in learning activities. Develops and presents age-appropriate learning exercises with individuals and small groups.
- Ensures a safe environment for children. Inspects equipment, furniture, and learning devices.
- Gives each child individual and special attention each day. Responds to each child's particular needs and characteristics. Insures that all children receive equal attention.
- Prepares developmentally appropriate and practical plans to care for students with special needs.
- Ensures that attendance documents are completed by parents on a daily basis. Prepares attendance reports by summarizing sign-in documents. Initiates phone and/or personal contact with parents in connection with child's attendance and performance.
- Participates in scheduling and organizing events, field trips, and other activities that require integration of other District services.

- Prepares learning aids, labels, charts, bulletin boards, and displays to support the curriculum or activities happening at the school site.
- Delivers education and instructions for using computers and other learning materials by using positive and appropriate communications skills and providing students with clear and written communications and instructions.
- Identifies special needs of students and collaborates with other professional staff to provide social and learning challenges.
- Maintains active communications with parents and proactively and positively addresses concerns about child's well-being and progress.
- Oversees student activities that are out of the classroom, such as but not limited to, field trips, and extra-curricular events. May attend and make presentations during evening and weekend programs and school functions such as back-to-night, parent open houses, district informational events, etc.
- Works and interacts with peers, as individuals and/or in team/group settings, in a professional manner that contributes to the District's academic achievement goals.
- Maintains current knowledge of new techniques and developments in caring for school aged children in-learning oriented settings by maintaining contact with educational associations, and by reading outcome-based research materials.
- Coordinates and participates in evaluating the work of Child Development Assistants.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires working knowledge of child guidance principles and practices and an understanding of the goals and objectives of an elementary school program. Special knowledge is required in the emotional, physical, and mental variations and needs of elementary school-aged children. Requires a working knowledge of curriculum development. Requires working knowledge of arithmetic, grammar, spelling, language and reading sufficient to direct students with learning exercises or projects. Requires a working knowledge of personal computer and multimedia equipment operations including common office productivity software, internet, and computer-aided teaching programs. Requires creative writing skills to prepare and/or adapt age-appropriate class materials and reports. Requires well-developed oral communications skills to convey concepts in classroom and community-based settings, and work cooperatively with a diverse population of children and parents.

### **▪ Abilities**

Requires the skill sets to perform the responsibilities of the position including delivery of instruction in classroom and play settings. Requires the ability to understand the needs and differences of children and to reach and motivate them. Requires the ability to balance emotional support and discipline to deal with behavior problems. Requires the ability to observe, categorize, evaluate, and critique the performance of children. Requires the ability to learn, interpret, and apply District, State, and Federal requirements

and objectives for academic achievement. Must be able to prepare curriculum and set up assignments, tests, and student projects. Requires the ability to develop and maintain a productive and safe classroom environment. Must be able to organize and prioritize work and manage time effectively. Must be able to communicate in a professional manner, in both formal and informal settings with students, fellow staff, and parents.

- **Physical Abilities**

Requires the ability to function effectively in classroom and outside play environments, engaged in work of a moderately active nature. Requires sufficient physical ability to move to indoor and outdoor work locations and stand or move about for extended periods of time, and lift heavy objects on an intermittent basis. Requires the ability to grasp, reach, push, and pull and move light weight teaching aids and supplies. Requires sufficient arm, hand, finger dexterity to use a personal computer keyboard, multimedia, and other office equipment. Requires sufficient hearing and speaking skills to project voice and communicate with staff and students in classroom settings and in one-on-one conversations. Requires visual acuity to read printed materials and computer screens, observe students perform assignments, and observe moving objects and events.

- **Education and Experience**

The position requires completion of 40 approved college transfer units to include 12 units of coursework in Child Development, Early Childhood Education, or related area and concurrent experience working with school aged children. A permit or credential issued by the California State Commission for Teacher Preparation and Licensing is desirable.

- **Licenses and Certificates**

Requires a valid form of picture identification. CPR/First Aid certificate with pediatric endorsement.

- **Work Environment**

Work is performed indoors and outdoor settings where some safety considerations exist from physical effort.