CLASS TITLE: CHILD DEVELOPMENT ASSOCIATE TEACHER/CAL-SAFE

BASIC FUNCTION:
Under the direction of an assigned supervisor, assume a leadership in role in the day to day operation of a school based childcare center serving infants/toddlers of teen parents. Plan and implement activities designed to stimulate healthy development in infants and toddlers. Supervise Child Development Assistant. Provide support and assistance to teen parents and other school personnel.

REPRESENTATIVE DUTIES:
Supervise and direct childcare staff and volunteers in the delivery of services to infants, toddlers, and teen parents; E

Plan and implement activities designed to promote healthy physical, intellectual, social, emotional, and cultural development for infants and toddlers (games, indoor and outdoor play, music, story time, dramatic play, puzzles, art, crafts, etc.); E

Plan and implement a developmentally appropriate nutrition program for infants/toddlers (breakfast, lunch, and snacks); E

Monitor infant/toddler progress through developmental profiles and address needs through program activities; review progress on a regular basis and communicate information to parents through informal feedback and quarterly conferences; E

Create informal instructional opportunities for teen parents in the child development center through role modeling, bulletin boards, displays, and resource materials; E

Maintain accurate records related to participant profiles, attendance, inventory, and curricular activities to insure the smooth operation of the program and compliance with CDE, CDD regulations; E

Work with representatives from community agencies serving teen parents, their children and their families to facilitate access to needed services; E

Assist Pre-School Teacher, Child Development Assistant and/or Instructional Aide with any of the following tasks:
  • Provide for the physical and health needs of infants and toddlers by changing diapers and soiled clothing; assist toddlers with toilet training and hand washing; feed infants and assist toddlers to learn self-feeding skills; perform basic daily health screenings and provide feedback to parents; E
  • Assist with nap and rest times; provide care and comfort to crying and/or tired children through activities such as holding, rocking, and soothing as needed; E
- Maintain supplies for diapering/toileting, feeding, art, and other learning activities; restock as needed; report needs to supervisor when inventories are low; *E*
- Maintain state required health and safety standards in the child development centers by tasks such as pick up and store play materials after use; remove damaged items from play areas and report to supervisor; clean and disinfect high chairs, table tops, counters, and other equipment as needed; wash and disinfect dishes, utensils and used linens; sweep or wipe floors to remove spilled foods, drinks, and sand; *E*
- Support school policies and rules, encourage teens to abide by them; provide direction and supervision for teen volunteers and lab students as directed; communicate information to school administrators, program supervisor and co-workers; serve as a role model and resource for teens in areas of parenting skills and childcare issues; *E* and

Perform related duties as assigned. *E*

**KNOWLEDGE AND ABILITIES:**
**KNOWLEDGE OF:**
- Principles of infant/toddler development and curriculum design;
- State regulations and best practices for daily operation of child development center;
- Basic health and safety regulations and strategies for infants/toddlers;
- Record keeping techniques;
- Oral and written communication skills; and
- Interpersonal skills reflecting patience, tact and courtesy.

**ABILITY TO:**
- Guide and direct subordinate staff in tasks related to program goals;
- Coordinate and implement infant/toddler curriculum;
- Model positive parenting skills to teens;
- Provide information and direction to teens in a positive and supportive manner;
- Establish and maintain cooperative working relationships with children, teens and staff;
- Bend and lift infants/toddlers, pick up toys, perform routine cleaning tasks;
- Assist with toileting, diapering, feeding and other general child care duties;
- Prioritize the needs of crying and upset infants/toddlers and respond appropriately; and
- Maintain program files and records.

**EDUCATION AND EXPERIENCE:**
- High school graduation or equivalent and
- Completion of CDE, Child Development Associate Teacher Requirements, Option 1 or 2.

**AUTHORIZATION:**
- A Child Development Associate Teacher Permit authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program and supervise a Child Development Assistant Permit holder.

**REQUIREMENTS:**
- **Option 1:** Both of (a) and (b) below:
(a) Completion of a minimum of 12 semester units of course work in early childhood education/child development (exclusive of field work) including at least one course in each of the following core areas:
   — Child/Human Growth and Development
   — Child, Family, and Community or Child and Family Relations
   — Programs/Curriculum for Young Children

(b) Fifty days experience (at least 3+ hours/day), within the past two years, in an instructional capacity at a childcare and development program (experience may include paid and/or volunteer work).

Option 2:
Completion of the Child Development Associate (CDA) Credential. For information about the CDA Credential contact 1-800-424-4310.

TERM AND RENEWAL:
A Child Development Associate Teacher Permit is issued for five years and may only be renewed once. In order to renew the Child Development Associate Teacher Permit, the applicant must complete at least 15 semester units toward the Child Development Teacher Permit. At the end of the ten-year period, the applicant must meet all requirements for a Child Development Teacher Permit.

WORKING CONDITIONS:
ENVIRONMENT:
Large, self-contained children's center environment-indoor and outdoor play areas, food preparation and eating area, rest room and sleeping area.

PHYSICAL ABILITIES:
Motor skills to lift and carry children and objects weighing up to 40 pounds;
Stand for extended periods of time;
Bend at the waist, kneel, crawl, and sit on the floor;
Pull wagon or push 6 child baby-buggy;
Assist with diapering, toileting, dressing and feeding infants/toddlers;
Vision to supervise and assist infants/toddlers in indoor and outdoor activities; and
Hearing and speaking skills to communicate with children, teens, staff and others.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
Stressful environment in childcare setting with crying children;
Cleaning products/chemicals used for routine childcare center cleaning;
Possible spills on kitchen floor during toddler meals; and
Potentially abusive and volatile teens in continuation-school type setting.