

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CERTIFICATED UNREPRESENTED POSITION**

JCN: 357  
RANGE: 510  
NON-EXEMPT

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### **CHILD DEVELOPMENT CENTER TEACHER**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers and children in the child development and early education program for infant, toddlers and preschool age children; perform a variety of instructional and support activities related to positive behavior management and classroom instruction of students; perform a variety of clerical support duties related to classroom and program activities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Attend to health and personal hygiene needs of children which may include, but not be limited to, feeding, toileting, diapering, and needs of the individual child, plan and implement acceptable techniques or routines of feeding, toileting, sleeping, dressing, washing and related housekeeping responsibilities.
- Assist with home visits as assigned.
- Conduct educational assessments, screenings, and testing; provide children with access to the academic core curriculum; monitor progress towards meeting instructional academic goals; provide instruction and special education support to children with special needs and disabilities as assigned.
- Determine professional goals and objectives through the assessment and evaluation process.
- Communicate and interact with children, parents, staff, community, and program administration; build home/school relationships with families including ongoing communications; demonstrate consideration, respect and warm, friendly interest in the child development children and their families; encourage parent involvement in child's education.
- Communicate with and assist with the supervision of child development assistants and personnel assigned to the classroom regarding curriculum implementation and other duties.
- Ensure a clean, safe, and orderly physical environment; clean, organize materials, display artwork, posters, bulletins, and parent information in an attractive way.
- Prepare materials to meet the needs of all students, activities, and parent meetings; order and maintain instructional materials and supplies and assist in record keeping relating to center-to-center operations.
- Maintain a variety of records and files including confidential student records and information.
- Monitor and evaluate the progress of the children's emotional, social, intellectual, and physical development on a regular basis; maintain appropriate records, prepare progress reports and communicate with parents on individual child's progress.
- Perform duties of the Master Teacher in their absence, as assigned.
- Plan a program of activities and learning experiences for children ages zero (0) to five (5) that will further physical skill, develop language ability, guide social development, foster emotional development, build number and science concepts, and develop creative abilities using effective positive behavioral interventions and supports; develop self-control and responsibility for group participation and conduct and the importance of being a contributing citizen in the community.
- Plan, implement and coordinate a comprehensive child development and early educational

program for infant, toddlers and preschool age children; ensure that the education program is developmentally appropriate for each child's individual needs and meet the program standards.

- Plan, order and supervise the serving of food in a family style manner, ensure children eat a balanced meal and have a happy and orderly social experience; prepare lunch counts, encourage new and/or different food acceptances, and build desirable eating habits and manners; follow guidelines for healthy meal plans.
- Prepare, maintain and submit accurate records, reports, files and documentation as assigned on each student enrolled, including but not limited to, children's goals and objectives, development assessments results, conference information from parents and other professionals; meet all required timelines and deadlines.
- Promote and encourage parent involvement in children's education and wellbeing.
- Provide an atmosphere and environment conducive to the growth of the whole child which includes the emotional, social, intellectual and physical according to his/her needs, ability level and maturity; monitor the room environment through control of heating, lighting, and ventilation to the extent possible; and is conducive to maintaining a feeling of security.
- Provide daily on-site administration and supervision; plan and participate in assessment activities; perform basic attendance accounting as required; coordinate program evaluation and site reviews; ensure site meets licensing, contract and program policies and procedures.
- Respond quickly and directly to children's needs.
- Supervise children in the classroom and on the playground, ensuring a safe environment.
- Support and implement quality improvement programs such as Accreditation and QRIS System to ensure center embeds all requirements.
- Attend and participate in a variety of assigned meetings, committees, conferences, parent teacher conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### **OTHER DUTIES:**

- Ability to work a flexible schedule as assigned.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Accurate record keeping techniques.
- Basic First Aid.

- Department of Social Services Licensing Regulations.
- Child Development Programs.
- Early Childhood Education.
- Head Start Performance Standards.
- Individual learning styles, cultural needs and socio-economic backgrounds of children when creating curriculum and learning materials.
- Positive behavioral interventions and supports.
- Safety and health practices and universal precautions when administering first aid.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

#### **ABILITY TO:**

- Administer First Aid.
- Collaborate with community organizations and services available to preschool students and parents.
- Maintain a positive, educational child development center/classroom environment.
- Maintain child and family confidentiality.
- Provide a proper role model for children and families.
- Provide guidance and development experiences to the children.
- Provide quality childcare and safe environment in a child development center.
- Work effectively with children and parents.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

#### **EDUCATION AND EXPERIENCE:**

##### **EDUCATION:**

- Three (3) semester units or equivalent quarter units from an accredited or approved college or university in infant and toddler care within one year of date of hire.
- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's degree preferred.

##### **EXPERIENCE:**

- One year of experience teaching in a classroom with children ages zero (0) to five (5) is preferred.

#### **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Child Development Associate Teacher Permit or higher.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Indoor, outdoor and child development center environments.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to twenty five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

### **HAZARDS:**

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

### **APPROVED:**

Effective: 04/01/2022

Revised: 06/10/2022; 06/02/2025