

CLASS TITLE: TEACHER - CHILD DEVELOPMENT CENTER

BASIC FUNCTION:

Under the supervision of the Child Development Center Director and Lead Teacher, plan and implement a developmental curricula for the group of children assigned in either the infant/toddler or preschool classroom; oversee use and maintenance of equipment, materials and the facility; facilitate parent participation in the program.

REPRESENTATIVE DUTIES:

Work as a team teacher to plan curricula and conduct activities for assigned children; incorporate health and safety standards for the children into the overall program.

Supervise parents and volunteers as they participate in daily activities within the classroom.

Supervise area during nap periods.

Maintain scheduled work hours; prepare and post weekly lesson plans written to support a stimulating environment for children.

Maintain a clean and orderly physical environment conducive to the optimal growth and development of children.

Attend and actively participate in staff and parent meetings and events.

Conduct parent conferences in a timely manner.

Maintain competence in the ECE field through staff in-service and a personal program of continuing education and broadening experiences.

Actively participate in campus activities by serving on committees or representing the college at community events.

Communicate with parents and staff members in a positive and supportive manner.

Attend to the physical needs of the children including but not limited to diapering, feeding and comforting as needed.

Prepare and maintain daily, weekly and monthly records and reports related to attendance, skill development, lesson plans, Needs and Services Plans, accidents and related areas.

Assist the children if an emergency occurs and be part of the emergency readiness team.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The role of a teacher in a Child Development Center.
- Appropriate discipline techniques.
- Appropriate child development practices.
- Normal growth and development patterns in young children.
- Materials and equipment suitable for young children.
- Pediatric CPR and First Aid.

ABILITY TO:

- Pass the required physical examination and maintain required health standards.
- Maintain scheduled work hours without an unusual number of absences and be flexible in rescheduling to meet the needs of the center.
- Perform duties in a professional manner.
- Work with a minimum of supervision.
- Prepare and implement daily, weekly, and monthly lesson plans.
- Supervise aides and parent volunteers.
- Maintain and prepare records and reports.
- Relate effectively to parents, staff and children.
- Perform with courtesy and tact in a variety of public contacts both in person and on the telephone.
- Work confidentially with discretion.
- Safely lift 40 pounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school, plus

12 semester units (or equivalent quarter units) from an accredited or approved college with a major or emphasis in early childhood education or child development, which includes 3 semester units (or equivalent quarter units) in administration of early childhood programs. If hired and assigned to the infant/toddler room requires 3 semester units (or equivalent quarter units) in infant studies (or willingness to complete the required units in infant studies upon hire).

AND

One year work experience in a licensed child care program in the age grouping appropriate for the position.

CHILD DEVELOPMENT PERMIT MATRIX
with Alternative Qualification Options Indicated

Permit Title	Educational Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)
Associate Teacher	<i>Option 1:</i> 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	<i>Option 2:</i> Child Development Associate (CDA) Credential must be earned in California
Teacher	<i>Option 1:</i> 24 units ECE/CD including core courses** <u>plus</u> 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	<i>Option 2:</i> AA or higher in ECE or related field with 3 units supervised field experience in ECE setting
Master Teacher	<i>Option 1:</i> 24 units ECE/CD including core courses** <u>plus</u> 16 GE units* <u>plus</u> 6 specialization units <u>plus</u> 2 adult supervision units	350 days of 3+ hours per day within 4 years	<i>Option 2:</i> BA or higher with 12 units of ECE, <u>plus</u> 3 units supervised field experience in ECE setting
Site Supervisor	<i>Option 1: AA (or 60 units) with 24 ECE/CD units including:</i> <ul style="list-style-type: none"> • core course** • 16 GE units* • 6 administration units • 2 adult units 	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	<i>Option 2:</i> BA or higher with 12 units of ECE, <u>plus</u> 3 units supervised field experience in ECE setting; or <i>Option 3:</i> Admin. Credential*** with 12 units of ECE, <u>plus</u> 3 units supervised field experience in ECE setting; or <i>Option 4:</i> Teaching credential with 12 units of ECE, <u>plus</u> 3 units supervised field experience in ECE setting
Program Director	<i>Option 1:</i> BA with 24 ECE/CD units including: <ul style="list-style-type: none"> • core courses** • 6 administration units • 2 adult supervision units 	Site Supervisor status and one program year of Site Supervisor experience	<i>Option 2:</i> Admin. Credential*** with 12 units of ECE, <u>plus</u> 3 units supervised field experience in ECE setting; or <i>Option 3:</i> Teaching credential with 12 units of ECE, <u>plus</u> 3 units supervised field experience in ECE setting, <u>plus</u> 6 units administration; or <i>Option 4:</i> Master's Degree in ECE or Child/Human Development
<p><u>NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better.</u></p> <p>*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.</p> <p>**Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in the core areas of child/human growth & development and child/family/community.</p> <p>***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.</p>			

This matrix was prepared by the Child Development Training Consortium, www.childdevelopment.org. Call (209) 572-6080 for a permit application.



One College Drive
 South Lake Tahoe, CA 96150-4524
 (530) 541-4660 ext. 221
 Fax: (530) 541-7852

Position applied for: _____

APPLICATION FOR EMPLOYMENT

PLEASE READ CAREFULLY: A resume may be attached but this does not relieve the requirement to COMPLETE ALL SECTIONS of this application. An incomplete application may disqualify you. A poorly completed application may work against you in the screening process. Read the job notice and description to be sure you meet the minimum requirements.

PERSONAL

Date _____

Name _____
Last First Middle

Present Address _____
Street P.O. Box City State Zip

Telephone No. _____
Home Business Cell

Email Address _____

Are you legally eligible for employment in the U.S.A.? _____ Are you under the age of 18? _____

Other than English, please list any language you speak and write fluently _____

Have you ever been convicted or pleaded nolo contendere for any crime other than a minor traffic violation? (A "yes" does not automatically disqualify you from further consideration. You will be fingerprinted.) _____

If yes, please describe in full on a separate page.

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate?	List Diploma or Degree
High	_____	_____	1 2 3 4	<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> No	

College	_____	_____	1 2 3 4	<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> No	

Other (specify)	_____	_____	1 2 3 4	<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> No	

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our district? _____

Other relevant skills or certifications? _____

LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT

1. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

2. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

3. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

4. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

5. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do ***not*** wish us to contact: _____

MILITARY SERVICE RECORD

Were you in the Armed Forces? _____ If yes, what Branch? _____ Rank _____

REFERENCES

Please list persons who have recent knowledge of your professional qualifications.

NAME	TITLE/COMPANY	PHONE
1.		
2.		
3.		

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

Signature of Applicant

**AN EQUAL OPPORTUNITY
EMPLOYER**

**Lake Tahoe Community College
Demographic Survey (Confidential)**

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes <i>If yes, please call Human Resources at (530) 541-4660, ext. 226.</i>		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.	
Heritage:	<input type="checkbox"/> Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state		
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150