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TEACHING AND LEARNING JOB FAMILY – CHILDHOOD EDUCATION

JOB FAMILY CONCEPT: The Teaching and Learning job family are responsible for activities involved in the teaching and training of children, students, staff and community members of a wide variety of subjects and educational/training levels. The Teaching and Learning job family provides classroom and academic support by ensuring access and enhancing the learning experience; provides training, facilitation and instruction by assessing needs, developing content, curriculum and content delivery; and develops and coordinates ongoing educational and training programming.

CHILDHOOD EDUCATION

This role provides classroom management, care of children, curriculum planning, teaching and mentoring of college students in a learning lab environment. All positions assigned to this role are responsible for ensuring compliance with applicable policies, procedures and regulations.

CHILDHOOD EDUCATION 1

Typical Functions

- Provides for personal needs of children in classroom setting.
- Ensures welfare, health and safety of children; administers first aid when needed.
- Supervises children inside and outside classroom during playtime.
- Communicates with parents about children's daily routines and progress; maintains daily records.
- Maintains classroom, pass along concerns to lead; provides support by cleaning, disinfecting toys and equipment and restocking supplies.
- Assists in planning and implementing daily curriculum; plans, organizes, plans and implements developmentally appropriate activities.
- Implements daily schedule of activities.
- Supervises volunteers and student employees following daily schedules and procedures.

Complexity and Decision Making Authority

Provides care for basic needs of children, is attentive and escalates issues and emergencies to higher level.

Knowledge, Skills, and Abilities

Knowledge of child development. Communication and organizational skills.

Education/Experience

Associates Degree in Child Development or Childhood Development Associate credential plus one year academic involvement with children, or an equivalent combination of education, training, and experience.

License/Certification

Child Development Associate credential, and CPR and First Aid certifications.

CHILDHOOD EDUCATION 2

Typical Functions

- Supervises, teaches, and mentors children and students.

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- Sets daily schedule for classroom.
- Prepares developmental lesson plans and directs children in developmentally appropriate activities implementing approved curriculum.
- Organizes and participates in games and other activities including field trips.
- Teaches readiness skills, redirecting non-constructive behavior patterns in children.
- Implements measures to reduce infectious disease; dispenses prescription medicine when needed.
- Observes and evaluates cognitive, social, personal awareness, and communication skills, perceptual motor development, and emotional well-being of children; keeps records; determines developmental goals for children including children with disabilities or special needs.
- Coordinates field experience for students completing coursework; models appropriate interactions and teaching strategies; evaluates students.
- Conducts parent-teacher conferences.
- Supervises staff, volunteers and students.
- May have specialty area of focus.

Complexity and Decision Making Authority

Challenged to prepare developmentally appropriate lesson plans and activities. Responsible for overall wellbeing of children. Responsible for classroom staff coverage.

Knowledge, Skills, and Abilities

Knowledge of child development stages and milestones. Communication and organizational skills.

Education/Experience

Associate's Degree or equivalent in child development, early childhood education or related field and two years of related experience, or an equivalent combination of education, training, and experience. Bachelor's degree in related field preferred.

License/Certification

CPR and First Aid certified.

CHILDHOOD EDUCATION 3

Typical Functions

- Plans and implements responsive curriculum for children in collaboration with others.
- Collaborates with teachers to provide high quality care, supervision and education for children.
- Implements assessment and documentation practices to support curriculum design and evaluation.
- Provides direct trainings, supervision, feedback and mentoring for students and pre-service teachers; models effective teaching, supervision, and planning practices for students and pre-service teachers.
- Completes assessments of children.
- Plans and coordinates community outreach and family participation events.

Complexity and Decision Making Authority

Challenged to plan and implement developmentally appropriate curriculum. Models appropriate high quality care for children.

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Knowledge, Skills, and Abilities

Knowledge of child development stages and milestones. Knowledge of appropriate curricula and child care plans. Communication and organizational skills. Ability to provide constructive feedback and supervision of students and pre-service teachers.

Education/Experience

Associate's Degree or equivalent in child development, early childhood education or related field and three years of related experience, or an equivalent combination of education, training, and experience. Bachelor's degree in related field preferred.

License/Certification

CPR and First Aid certified.

CHILDHOOD EDUCATION 4

Typical Functions

- Leads classroom of children while implementing lesson plans for college students to observe.
- Provides day-to day classroom management.
- Demonstrates teaching skills, strategies and techniques to college students and pre-service teachers.
- Demonstrates how to provide developmentally appropriate and safe environments and guidelines for children.
- Plans and implements meaningful curriculum and lessons.
- Coordinates community events.
- Supervises teaching staff.

Complexity and Decision Making Authority

Challenged to manage competing demands between children in classroom and student observers/teachers. Develops curriculum. Gives thoughtful feedback and develops student teachers. Models and demonstrates appropriate teaching and classroom management skills.

Knowledge, Skills, and Abilities

Knowledge of early childhood education. Communication and organizational skills. Skills in teaching, mentoring and evaluation of students. Ability to teach children while teaching college students theory, lessons and development.

Education/Experience

Bachelor's degree or equivalent in child development, early childhood education or related field and two years of related experience, or an equivalent combination of education, training, and experience. Master's degree in related field preferred.

License/Certification

CPR and First Aid certified.