



QUALIFICATIONS FOR
CHILDREN'S CENTER TEACHER
INFANT-TODDLER PROGRAM

TRAINING

- Required:
- Any permit or credential authorizing service in instruction in a children's center.
 - Teachers in the infant toddler classes must have three semester units relating to the care of infants and toddlers.
- Preferred:
- Training beyond permit requirements in early childhood education.

EXPERIENCE

- Required:
- That required for the permit
 - Experience teaching in a children's center or other infant, toddler, preschool or school age setting.

OTHER QUALIFICATIONS

- Knowledge of:
- Developmental stages, general needs and behavior of infants, toddlers, pre-school and school-age children;
- Ability to:
- Communicate well, both orally and in writing;
 - Plan, organize and implement a challenging, developmentally appropriate instructional program;
 - Understand and attend to the physical, emotional and social needs of young children;
 - Supervise and participate in the play and physical activities of children;
 - Utilize effectively a wide variety of instructional aids;
 - Establish and maintain cooperative and effective working relationships with Children's Center staff, parents, and school site personnel.

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
CHILDREN'S CENTER TEACHER
INFANT - TODDLER PROGRAM

Primary Function

The teacher is responsible for the direct care, supervision and instruction of a group of infants, toddlers, preschool or school-age children at the Children's Center.

Duties and Responsibilities

The teacher:

1. Takes full responsibility for a group of children, planning activities that implement the approved instructional program to stimulate intellectual, emotional and physical development of each child in the group;
2. Establishes and maintains an environment that promotes discovery, divergent thinking and continual growth of desirable social and health habits of young children;
3. Works with other staff in planning curriculum for the Children's Center to meet assessed individual needs of the children in cognitive, social, emotional and physical areas of development;
4. Prepares weekly lesson plans and keeps appropriate anecdotal records, assessment, and conference records for all children supervised;
5. Provides a coordinated program integrating all required components including basic care, education, social service, nutrition and parent education;
6. Participates in staff development, parent education, and parent involvement activities;
7. Supervises children at play, directing play activities and developing materials as required;
8. Helps children prepare for mealtimes and serves food, drinks and snacks in a homestyle setting;
9. Assumes responsibility for the health and safety of children and assists them with daily care routines such as diapering, toileting, and administering first aid;
10. Assists the supervisor in carrying out other duties and responsibilities as directed;
11. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations;