



COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

QUALIFICATIONS FOR
CHILDREN'S CENTER TEACHER

TRAINING

- Required: - Any permit or credential authorizing service in instruction in a children's center
- Preferred: - Training beyond permit requirements in early childhood education

EXPERIENCE

- Required: - That required for the permit
- Preferred: - Experience teaching in a children's center or other pre-school setting
- Experience working with children in group character-building organizations

OTHER QUALIFICATIONS

- Knowledge of: - Developmental stages, general needs and behavior of 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, social and emotional 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

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
CHILDREN'S CENTER TEACHER

Primary Function

The Teacher is responsible for supervising and instructing a group of children in 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 teachers in planning curriculum for the Children's Center to meet assessed individual needs in cognitive, social, emotional, and physical areas of development;
4. Prepares weekly lesson plans and keeps appropriate 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 play materials as required;
8. Helps children prepare for lunch and serves food, drinks, and snacks;
9. Assumes responsibility for the safety of children and may administer 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; and
12. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.