

ALPINE COUNTY OFFICE OF EDUCATION  
**EARLY CHILDHOOD EDUCATION DIRECTOR/TEACHER**

**REPORTS TO:** COUNTY SUPERINTENDENT OF SCHOOLS

**SUPERVISES:** Teacher – Preschool Program, Teacher - Infant Program,  
Early Childhood Education Aide

**DEFINITION:**

Under the direction of the Superintendent, the ECE Director/Teacher is responsible for programmatic compliance and the curriculum of a Child Development Program site. Will be required to maintain program records, student records, child health records and files; provide direction and guidance to other child development personnel; provide an integrated pre-school curriculum and program; supervise children enrolled in the preschool program.

**QUALIFICATIONS:**

Required:

1. Must have or be eligible for, and maintain eligibility for a Program Director permit in accordance with criteria established by the California State Department of Education

Option 1:

- BA or higher including 24 early childhood education or childhood development units with core courses including child/human growth and development, child/family/community or child and family relations, and programs/curriculum; minimum of 3 semester units or 4 quarter units in each of the core areas
- Plus 6 administration units
- Plus 2 adult supervisions units
- Plus Site Supervisor status and one program year of Site Supervisor experience

Option 2:

- Administrative Services credential with 12 units of ECE/CD
- Plus 4 units supervised field experience in ECE/CD setting

Option 3:

- Teaching credential, either valid Multiple Subject or Single Subject in Home Economics, with 12 units of ECE/CD
- Plus 3 units supervised field experience in ECE/CD setting plus 6 units administration

Option 4:

- Master's degree in ECE/CD or Child/Human Development

2. Must possess or be willing to obtain a current pediatric first aid and pediatric CPR certificate
3. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates counts toward this requirement.

**KNOWLEDGE OF:**

1. Principles and practices of child development including proper care and discipline
2. Principles of training and providing work direction
3. Record-keeping techniques
4. Interpersonal skills using tact, patience, and courtesy
5. Health and safety regulations
6. Safe practices in classroom activities
7. Licensing requirements and child abuse reporting
8. Requirements of maintaining a children's center in a safe, clean, and orderly condition
9. Problems and concerns of students with special needs
10. Laws, rules, and regulations related to assigned activities
11. Community Resources
12. Child observation and evaluation techniques and their use in the development of child centered curriculum
13. Basic child development and psychology
14. Title V and Title 22 regulations
15. District organization, operations, plans, and objectives
16. Child Abuse Reporting Requirements

**ABILITY TO:**

1. Provide quality preschool and infant program to children involved in an Early Childhood Education Program
2. Provide proper role modeling and positive parenting skills to parents
3. Provide patient and sensitive care to children
4. Learn, apply and explain rules, regulations and procedures of Early Childhood Education Program
5. Establish and maintain patient, gentle, supportive and cooperative working relationships with infants, toddlers, pre-school children, community resource contacts, and other staff members
6. Lift infants and toddlers and perform changing, feeding and general childcare
7. Recognize early signs of illness and the need for professional assistance
8. Play on the floor with children
9. Perform routine administrative duties
10. Understand and relate to children with special needs
11. Train and provide work direction to others

12. Read, interpret, apply and explain rules, regulations, policies and procedures
13. Perform simple and repetitive tasks
14. Assist in evaluating program effectiveness
15. Provide staff development for caregivers
16. Conduct meetings with child development personnel
17. Schedule caregiver work schedules
18. Work collaboratively with faculty, staff, parents, and children
19. Maintain a healthy and safe environment
20. Work independently
21. Plan and organize workflow to meet schedules and time lines
22. Communicate effectively both orally and in writing
23. Maintain records and prepare reports
24. Work confidently with discretion
25. Develop and maintain respectful, affectionate, positive relationships with teen parents and children
26. Work with parents and children from diverse populations, including but not limited to, ethnicity, ability and social class
27. Pursue ongoing professional growth in the child development field
28. Collaborate with community agencies

**ESSENTIAL DUTIES/TASKS:**

1. Supports indoor and outdoor environments, activities and routines which:
  - Are safe and secure
  - Prevent accidents and illness
  - Encourage play and exploration
  - Promote problem solving and learning
  - Are developmentally appropriate
  - Promote growth in all developmental areas
  - Reflect children's learning styles
  - Meet the needs of all children
2. Sensitive observes the child and records for purposes of understanding the child's needs, assessing learning and appreciating developmental competencies, including children with disabilities and special abilities
3. Responds to licensing reports
4. Conducts site parent meetings
5. Registers infants, toddlers and pre-school children into the Early Childhood Education Program
6. Processes applications including health records, emergency information and special arrangements as necessary
7. Communicates appropriate information to and seek assistance from administrators, staff, and parents
8. Communicates with State Pre-School administration as needed to ensure program compliance

9. Maintains a warm, accepting and developmentally appropriate environment which promotes the cognitive, physical, emotional, and social development of the child and family
10. Ensures that individualized, personalized responsive care, and affection is provided
11. Ensures that all program policies and procedures follow a professional code of ethics (e.g. National Association for Education of Young Children)
12. Reinforces and enhances the role of the parents as the primary educator and caregiver of their child
13. Maintains awareness of and contact with community members and relevant community agencies
14. Ensures the facility conforms to licensing requirements and regulations, including the reporting of suspected child abuse or neglect
15. Enforces the centers health and safety policies for children and staff
16. Provide notification to parents, and staff of CDC Health and Safety Policies
17. Oversees preparation of curriculum and daily activities, in accordance with program guidelines
18. Ensures that the program and methods follow current educational guidelines and teaching methods
19. Develops and obtains needed materials and supplies
20. Oversees and approves record keeping and attendance
21. Oversees budget for educational materials, supplies and short-term staff as determined by program need and budget
22. Acts as resource to child development personnel to ensure all children are assessed within the first 45 days of enrollment
23. Assists in the use of authentic assessment and portfolio development for enrolled children
24. Oversees ongoing updating of child portfolios
25. Assures that staff schedules and attendance conforms to required adult/child ratio
26. Plans staff schedules to allow for breaks and meal periods
27. Ensures classrooms and outdoor play areas are maintained in a clean, safe, child-centered manner
28. Attends local or out of town meetings as requested by the superintendent
29. Evaluates staff performances and recommends improvement goals
30. Plans and participates in individual training and professional growth
31. Plans and conducts staff development activities for all child development personnel
32. Refers families with health, nutrition, social services, mental health, and handicap concerns to local resources or coordinating staff
33. Completes State Preschool records and paperwork to comply with State Pre-School requirements
34. Upholds confidentiality of parent and child information
35. Facilitates parent meetings for the parents of enrolled children

36. Performs related duties as assigned or negotiated. Create a learning environment for parents by:
- Sharing of child development and parenting skills information
  - Involving parents in the development of curriculum and program activities
  - Utilizing community and mental health resources in addressing issues common to the parent group
  - Assessing the training needs of staff and parents
  - Planning and implementing appropriate staff training

**NON-ESSENTIAL DUTIES/TASKS:**

1. Performs related duties as assigned
2. Attends local or out of town meetings as requested by the County Superintendent
3. Maintains awareness of and contact with community members and relevant community agencies

**ENVIRONMENT/WORK CONDITIONS:**

Location: Varies depending on weather. Up to 50% outdoors subject to typical weather conditions.

Hazards: Unexpected movements of students at play, slippery surfaces, uneven terrain, disruptive student behaviors.

Equipment Used: Various types of recreation equipment.

Safety Equipment: None required.

**ESSENTIAL FUNCTIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

**PHYSICAL**

- Standing/Walking: Constantly: throughout work shift on concrete, grass, track, court, uneven surfaces, etc.
- Sitting: Occasionally; while performing classroom duties.
- Lift/Carry: Occasionally, 1-10 pounds; recreation equipment. Seldom up to 35-45 pounds while assisting injured students.
- Bending/Twisting: Occasionally; at waists/knees/waist/neck while participating in physical education activities, demonstrating activities, and assisting students.
- Push/Pull: Occasionally, using one or both hands exerting a force up to 10-80 pounds while controlling disruptive student behaviors.
- Climbing: Occasionally; steps and stairs at school sites and climbing on playground equipment to assist students.
- Kneeling/Crouching/Crawling: Occasionally; while assisting students.
- Hands/Arms: Frequent use of both in reaching/handling/grasping/fingering/gripping while participating in recreational activities. Overhead reaching may be required.
- Sight/Hearing/Speech: Constantly; required while supervising and observing students at play. Requires visual acuity, near/mid/far range and peripheral vision.

- Other Physical Demands: Occasionally; may be required to move quickly to assist student to maintain safe play environment. Must be able to take off from a standing position to a sprint as needed, able to change directions quickly.

#### MENTAL

- Must be able to work independently and follow through on all tasks assigned.
- Must possess good communication skills; working with all types of students.
- Able to communicate to develop team work.
- Must have interpersonal skills to handle behavior problems, resolve disputes and motivate students.
- Must be able to monitor multiple activities on crowded playground.
- Must constantly be alert and able to move quickly and provide vigilance for safety of students.
- Must be able to remain calm in dealing with injury or other safety related situations.
- Must be able to motivate and discipline students as required.

Revised: 06/15/16 COE