

# WISEBURN UNIFIED SCHOOL DISTRICT

## Child Development Center – Master Educator

### **DEFINITION**

Under the direction of an assigned supervisor, will provide developmentally appropriate care and curriculum for 3-4 year old children. The setting will provide a continuum of options for both special needs and typically developing children.

### **EXAMPLE OF DUTIES –**

- Supervise and ensure the safety and well being of the children at all times.
- Planning for a developmentally appropriate emergent curriculum based on observations and project approach. Develop and plan daily curriculum in detail; lesson plans, newsletters, curriculum calendars, etc **E**
- Documenting children’s learning experiences to create a visual history in the classroom.
- Creating objectives and follow-ups for individual children using a developmental continuum. **E**
- Maintaining compliance with all special education requirements. Including attending I.E.P. meetings as appropriate. **E**
- Keeping classroom, storage areas and bathrooms clean, neat and orderly. Train students in self help skills (cleaning up, washing hands, using restroom). **E**
- Ensure students are signed in and out of the facility each day by designated person(s).
- Updating children’s portfolios with work samples, artifacts, and observations. **E**
- Facilitating program-solving and conflict resolution with the children using positive discipline techniques. **E**
- Creating and maintaining parent partnerships.
- Working in a team environment.
- Providing leadership for classroom assistants and volunteers. **E**
- Be familiar with and follow district policies.
- Ability to serve as Administrator on Duty in Supervisor’s absence. **E**
- Other related duties as assigned.

**Note – Task statements coded with letter “E” are essential elements of position in this class pursuant to the Americans with Disabilities Act. 1990**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

Basic principles and practices of early childhood development.

Child guidance principles and practices.

Classroom procedures and appropriate child conduct.

Safe practices in classroom and playground activities.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.  
Basic record keeping techniques.

**DESIRABLE QUALIFICATIONS**

Experience – One year of paid experience in an instructional capacity in a preschool or early childhood education program.

Education – B.A. Degree in Child Development or Related Field (eligible for Child Development Permit), twelve (12) core units in ECE, three (3) units in supervision/administration.

**WORKING CONDITIONS**

**ENVIRONMENT**

Classroom and playground environment.

**PHYSICAL ABILITIES**

Ability to safely lift, carry, push and/or pull weights up to 50 pounds with lifting devices, lifting belts or other accommodations, with frequent lifting and carrying of weights up to 25 pounds. Bending at the waist, kneeling or crouching to assist students. Sitting and standing for prolonged periods of time.

**Vision** (which may be corrected)

to read small print and maintain records, monitor student activities.

**Hearing** (which may be corrected)

to communicate with staff, to talk on phone.

**Speech**

to communicate with staff, to talk on phone.

**Dexterity of hands and fingers**

to operate office equipment.