

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Student Teen Educational and Parenting Support (S.T.E.P.S.) Early Childhood Development Instructor

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY: Under general supervision of the S.T.E.P.S. Counselor, a S.T.E.P.S. Early Childhood Development Instructor is responsible for the general supervision, instruction, and management of a group of children ages 0-5 and assists in other duties related to the operation of the program as assigned. In addition, this position provides educational exercises for pregnant and parenting teens and directs the work of R.O.P. students, Associate Instructors, Assistants and Volunteers. Daily work schedule may vary according to program needs and staffing. This is a ten month position.

ESSENTIAL FUNCTIONS:

1. Primary caregiver for assigned children.
2. Oversees daily activities, including art, cognitive development, indoor and outdoor play, feeding, diapering, and napping while providing safe, nurturing, and positive experiences for the children.
3. Regularly demonstrates basic knowledge regarding the health and safety of students, including the utilization of appropriate first aid procedures as needed, and provides daily student health checks, and cares for minor injuries.
4. Provides curriculum to meet children's social, emotional, physical and cognitive development.
5. Assesses children's development using the Desired Results Developmental Profile tool.
6. Assists with the Infant/Toddler Environment Rating Scale evaluation.
7. Conducts parent conferences and maintains open communication between families and the District.
8. Prepares meals for children and documents meal records.
9. Provides a safe, clean and stable environment conducive to the development of the children's concept of self and positive attitudes toward learning.
10. Includes children and the display of children's work in the creation of a functional and attractive environment for learning.
11. Maintains professional competence through participation in in-service education activities provided by the District.
12. Accurately completes and submits in a timely manner forms, records, and reports required by the State and for the efficient/effective operation of the program.
13. Coordinates and directs the work of pregnant and parenting teens, R.O.P. students, associate instructors, assistants and volunteers.
14. Plans and supervises developmentally appropriate activity programs and field trips.
15. Assesses each child's social, emotional, physical, and intellectual level and designs a plan of instruction based on identified individual developmental needs.
16. Develops classroom management strategies that provide for on-going positive reinforcement of appropriate behavior, as well as consistent rules and non-punitive consequences for unacceptable behavior.
17. Plans and supervises a relaxing, positive snack-time setting with children, providing a stimulus for comfortable conversation, and a model for appropriate table manners.
18. Refers families to appropriate community agencies for health, nutrition, social services, mental health and child development concerns.

19. Works cooperatively with program coordinator and other personnel in planning and implementing the educational program.
20. Participates in staff meetings and on-going program evaluation based on state and district requirements.
21. Plans and provides parent education information/activities as appropriate.
22. Maintains confidentiality regarding information concerning children and families.
23. Drives the S.T.E.P.S. vans to transport teen parents and their children.
24. Performs other related duties as assigned.
25. Maintains regular and prompt attendance in the workplace.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written direction; read and write at a level sufficient to fulfill the duties to be performed for the position described. Must be a minimum of 18 years of age and have a high school diploma or equivalent. Must have a minimum of 24 semester units in Early Childhood Education or Child Development from a regionally accredited college with a grade "C" or better. Must hold and maintain as required American Red Cross certification in Infant and Child CPR, Child Care Health and Safety and California Child Care CPR and First Aid, and any other permits and/or credentials that may be required by applicable law. Must hold a valid California Driver's License, and pass District proficiency test. Previous successful experience working with infants, preschool-age children and teens preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of California Dept. of Education State Prekindergarten Learning and Development Guidelines, early childhood education theory, developmentally appropriate practices, literacy developments.
2. Knowledge of the basic aspects of the physical/emotional care of children.
3. Knowledge of correct English usage and grammar and ability to read, write, and speak at a level sufficient for successful job performance.
4. Knowledge of effective record keeping practices and procedures with the ability to establish and maintain accurate records and files as required by the program.
5. Knowledge of indoor and outdoor recreation and educational activities suitable for preschool children.
6. Ability to relate well to children (Birth to 5 years) and teenagers, and effectively supervise and care for a group of children in varying activities at various stages of development.
7. Ability to understand and follow both oral and written instructions.
8. Ability to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.
9. Ability to maintain confidentiality of individual records and sensitive information.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.

4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 40 pounds for short distances.
9. Lift and/or carry up to 40 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various weather conditions in an infant/toddler environment or standard office and/or classroom setting, and come in direct contact with District staff, students, parents and representatives from local community agencies.

Salary Range: 30

Board Approved: June 28, 2011