

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Student Teen Educational and Parenting Support (S.T.E.P.S.) Early Childhood Development Associate 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 Associate Instructor assists staff in care, supervision and instruction of children ages 0-5 and in other duties as assigned. In addition, this position provides educational exercises for pregnant and parenting teens and directs the work of R.O.P. students, 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. Assists Instructors with daily activities including feeding and diapering while providing safe, nurturing, and positive experiences for the children.
3. Assists with daily health checks.
4. Assess children's development using Desired Results Profile tool.
5. Conducts parent conferences and maintains open communication.
6. Apprises instructor of behavioral and learning problems experienced by the children.
7. Assists instructors with the Infant Toddler Environment Rating Scale evaluation.
8. Prepares for, assists with and cleans up after various activities.
9. Maintains a clean and safe environment for all children
10. Assists staff in the supervision of children on the playground, in the library or in other special activities.
11. Works cooperatively with the program coordinator and other S.T.E.P.S. personnel in planning and implementing the educational program.
12. Prepares meals for children and documents meal records.
13. Assists in maintaining inventory of books, teaching aids and other supplies.
14. Provides parenting education to teen parents.
15. Distributes program and office supplies as instructed.
16. Participates in staff meetings and on-going program evaluation based on state and district requirements.
17. Maintains confidentiality regarding information concerning teen parents and their children.
18. Maintains regular and prompt attendance in the workplace.
19. Drives the S.T.E.P.S. vans to transport teen parents and their children.
20. Performs other related duties as assigned.
21. 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 12 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 English usage, grammar, spelling, punctuation, and vocabulary.
2. Ability to relate well to children (Birth to 5 years) and teenagers.
3. Ability to work independently on own initiative.
4. Ability to operate standard office and instructional equipment.
5. Ability to maintain cooperative working relationships with those contacted in the course of work.

**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: 24

Board Approved: June 28, 2011