

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Early Childhood Educator	Reports to:	Program Administrator/Supervisor
Department:	Student Services/Early Learning and Expanded Care	Classification Unit:	Classified
Board Approval:		Current Salary Grade:	19
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, plan, develop, and implement developmentally appropriate services for children and families. Responsible for the implementation of the program in an assigned classroom and site. Promotes the social, emotional, physical, and cognitive development of enrolled children. Ensure compliance with established California State Preschool Program (CSPP) and Community Care Licensing program requirements

ESSENTIAL FUNCTIONS:

- Implement a curriculum that is age, developmentally, and linguistically appropriate, culturally diverse, and aligned to the California Learning Foundations (Preschool or Infant/Toddler)
- Prepare and implement a weekly Lesson Plan that meets the California Department of Education Learning Foundations (Preschool or Infant/Toddler) and developmental measures as outlined on the DRDP.
- Ensure full inclusion of children with special needs into daily classroom activities. Collaborate with Special Education staff to provide recommended appropriate activities. Participate in IEP /IFSP meetings when necessary.
- Set up and maintain indoor and outdoor environment in accordance with the Early Childhood Environmental Rating Scale (ECERS).
- Ensure that the environment meets individual, cultural and educational needs of young children.
- Supervise and directly interact with children in a warm, positive and professional manner.
- Provide teacher guided and child-initiated learning experiences in language and literacy, social and emotional development, cognitive and critical thinking, math concepts, science, art and physical education, utilizing the California Department of Education Learning Foundations (Preschool or Infant/Toddler). Develop and plan activities for all children that are individualized as well as culturally relevant.
- Conduct child screenings/developmental assessments and document observations according to the required timeline. Conduct two DRDP assessments per year on each child and two Parent conferences based on the results of the DRDP.
- Develop Individual goals for all children based on developmental screening results, developmental assessment, teacher observations and parent input; update them accordingly with parent or guardian.
- Collaborates with TK and or Kindergarten teachers at the District to plan Kindergarten Transition Events between the preschool children and TK or Kindergarten classrooms.
- Maintain classroom equipment, work areas, and child files/records including instructional materials, cleaning work area, and kitchen area; ensure the availability of items and provide reliable information related to assigned activities.

- Monitor infant and toddler and/or preschooler behavior to assist with providing a safe and positive environment.
- Prepare snacks, lunches, bottles, and food; assist with feeding toddlers and/or preschool according to USDA Nutritional Standards for meals and snacks.
- Participate in workshops, meetings, community events, and other activities as assigned.
- Communicate with parents and personnel to exchange information and resolve issues or concerns.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Concepts of child growth, development, and behavior characteristics of young children.
- Early childhood curriculum areas and appropriate methods for implementation and assessment.
- Methods of instruction.
- Methods of observing, evaluating, and recording child behavior.
- Appropriate codes, policies, regulations and/or laws.
- Basic principles and practices of early childhood development including proper care and discipline.
- Age appropriate activities.
- Child guidance principles and practices, including positive reinforcement techniques.
- Policies and objectives of assigned program and activities.
- Safe practices in classroom activities.
- Health and safety regulations.
- Disaster drills and procedures
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Assist with planning and implementing a variety of activities to meet the needs and interests of children.
- Monitor, observe and report children behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Apply pertinent policies, regulations and/or laws.
- Maintain confidentiality.
- Provide care to children including changing diapers, comforting, and exercising patience.
- Operate a variety of job-related equipment including assigned classroom equipment, a computer, and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Valid Child Development Teacher Permit; or 24 units ECE/CD including core courses plus 16 General Education (GE) units from an accredited college and willingness to obtain permit within six (6) months of employment.

Experience: Two years (2) in a licensed child care facility serving infants, toddlers, or preschoolers or comparable program in early education.

Required licenses, certificates, continuing education, training and other requirements:

- Valid Adult/Child/Infant First Aid/CPR certificate with 16 hours of Health & Safety issued by an authorized agency within a designated probationary period.

WORKING CONDITIONS:

Environment: Indoor/outdoor/classroom environment. Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 30% sitting, 20% walking, and 50% standing.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.

OTHER:

Required Testing:

- Pre-employment Test

Clearances:

- Criminal Justice Fingerprint/Background Clearance
- Health Screening Clearance
- Proof of MMR, DTAP, and Influenza Vaccine (or waiver)
- Official transcripts of required units
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.