CLASS TITLE: **EARLY CHILDHOOD EDUCATOR TRAINEE**

DEFINITION: Under general supervision and evaluation by the site administrator, provides care for infants through preschool age of students who are a parent in the district attending school to earn a high school diploma; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Nurtures and cares for infant to preschool aged children
- Provides rich environment for social, emotional and developmental growth
- Sets up play areas for children with crafts and toys
- Reads stories, sings songs, plays records, listens to and talks with children
- Maintains a clean and safe environment
- May supervise rest and nap periods
- Changes diapers of children as needed
- Serves snacks and cleans up
- Maintains appropriate records of children receiving care

REQUIRED QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school; recent successful experience working with groups of children from infancy to age four.

Required for Hire: Six (6 or more) Early Childhood Education (ECE) Units

To Be Completed within eighteen (18) months of hire –

An Additional 9 ECE Units for A Total of Fifteen (15 or more) ECE Units
At least three (3) units infant/toddler
Preferred courses: Child, Family and Community
Child Development and Psychology
Program Development
Infant/Toddler Development
Infant/Toddler Curriculum Development
Certification: Child Development Permit – Associate Teacher or higher

Knowledge of:

- Preschool children and working with groups
- Early childhood education
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Establishing and maintaining effective working relationships with others
- Oral and written communication

Ability to:

- Understand the needs of young children and a sincere liking for children
- Communicate clearly both orally and in writing
- Have the mobility to perform the duties of the position with or without accommodation

Certificates and Other Requirements:

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.
Participate in at least 15 hours of paid continuing education/professional development annually.

Environment:

School-based settings and surrounding school environment or other District designated environment working with students in a diversified campus environment; subject to diverse weather conditions.

Physical Abilities:

Sufficient vision to monitor children during activities; hearing and speaking to exchange information and provide assistance to children, students, and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist children; dexterity of hands and fingers to assist children and to operate specialized equipment or office equipment; pushing strollers; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 388
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 10/00
Board Revision: 6/22/15
Board Revision: 9/26/16