

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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**TITLE: CHILD DEVELOPMENT TEACHER**

**JOB GOAL:** To provide a learning environment appropriate to children's age and stage of development in a school readiness setting by planning and implementing age appropriate activities in a school readiness environment that meets California Department of Education, Child Development Division requirements (Title 5).

**QUALIFICATIONS**

Knowledge of

1. Best practices of child growth and development and child behavioral characteristics.
2. Techniques used in classroom management including motivating children.
3. Curriculum and assessments required by California Department of Education, Child Development Division and Title 5.
4. Department of Social Services Community Care Licensing (Title 22) and California Department of Education, Child Development Division (Title 5) regulations.
5. English usage, punctuation, spelling, grammar, and math.
6. Routine record keeping.
7. General purposes and goals of public education in a preschool setting.
8. Safety rules and regulations regarding physical activity.
9. Safety rules and regulations for this position.

Ability to

1. Assume responsibility for supervision of children.
2. Plan and carry out activities for a school readiness setting.
3. Be responsible for lesson plans for the program and guide implementation by the Child Care Workers I/II.
4. Know and utilize best practices used in school readiness settings.
5. Perform routine clerical work and basic mathematical calculations.
6. Be a productive and active team member.
7. Demonstrate an understanding, patient, warm, and receptive attitude toward children and parents.
8. Understand and carry out verbal and written instructions.
9. Operate standard office and instructional equipment including, copy machine, cassette recorders, and computer terminal.
10. Read and comprehend instructional materials proficiently.
11. Apply general policies and procedures to specific situations.
12. Maintain a pleasant appearance and demeanor.
13. Work successfully with diverse groups of people.
14. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
15. Establish and maintain effective work relationships with those contacted in the performance of required duties.
16. Establish and maintain effective rapport with students, parents, District school site staff and community members.

Training and Experience

1. Completion of the twelfth (12th) grade or equivalent.
2. Possession and maintenance of a Child Development Teacher Permit; or a Child Development Master Teacher Permit; or a Child Development Site Supervisor Permit; or a Child Development Director Permit; or proof of application.
3. Possession and maintenance of a valid First Aid Certificate and CPR Certificate.
4. Good work history and attendance.

**REPORTS TO:** Designated Family Services Administrator

**ESSENTIAL FUNCTIONS**

1. Creates lesson plans, themes, and activity centers appropriate for a school readiness environment and guides the implementation by Child Care Workers I/II and parent volunteers.
2. Guides staff in the supervision of children to maintain an effective, safe, and nurturing environment, and guides the discipline children within a framework of research-based best practices and Family Services policies and procedures.
3. Reports suspected child abuse and communicable diseases to a Family Services administrator and appropriate agencies (Mandated Reporter Hotline and/or local police and county health department)
4. Adheres to Department of Social Services-Community Care Licensing Title 22 and California Department of Education Title 5 regulations
5. Implements curriculum and assessments required by California Department of Education, Child Development Division and Title 5 and any other program funder.
6. Prepares instructional material and equipment for use in classroom activities; types, prepares copies, gathers appropriate resource information, materials, and equipment.
7. Completes and submits reports required by California Department of Education and/or Department of Social Services-Community Care Licensing including: attendance; parent sign in/out sheets; absence requests; health checks; and parent volunteer hours.
8. Follows District policies and procedures.
9. Participates in District and Family Services in-service training as required.
10. Attend and participate in monthly teacher Professional Learning aCommunity (PLC) meetings
11. Knows and understands the Mission and Core Values of the District.

**OTHER FUNCTIONS**

1. Monitors and assists children using equipment, including computers, and cassette/dvd players, and other instructional media.
2. Completes and sends food and classroom materials supply inventory and order request to program supervisor or designee.
3. Supervises and assists children during school readiness activities including but not limited to: campus/play yards and fields; library; MPR; lunchroom; restroom; kindergarten room; and on field trips.
4. Works with children individually or in small groups to reinforce and follow-up learning activities.
5. When appropriate, refers children to Family Services administration for further District assessment for Special Education services.
6. Plans and implements mid-year and end of year programs.
7. Completes and submits to Family Services' secretary the District safety check
8. Assists children during annual vision and dental screenings.
9. Administers first aid following Department of Social Services-Community Care Licensing regulation and established District policies and procedures.
10. Performs other related duties as required.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.

**PHYSICAL ABILITIES** (continued)

10. Able to push and pull objects weighing up to forty (40) pounds.
11. Able to sustain strenuous manual labor for two (2) hours.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
20. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures.
21. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this setting may require individuals who can read, write, and/or speak a secondary language.
3. Some positions in this setting may require individuals to participate in the including os special needs students to include working with Special Day Class teacher and staff to develop and implement developmentally appropriate activities

**TERMS OF EMPLOYMENT:**

Ten/eleven/twelve-month work year  
Certificated bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the site administrator or his/her designee.

Approved by: Board of Education  
Amended: Board of Education  
Amended: Board of Education

Date: 10/14/1999  
Date: 10/10/ 2014  
Date: 10/22/2015

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE AND  
AN EQUAL OPPORTUNITY EMPLOYER**