

TINY TOTS TEACHER

Definition:

Under general supervision plans, organizes and participates in a variety of educational and socialization activities for preschool children ages three to five; provides instruction and direction for enrollees and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, presents and participates in educational activities for preschoolers enrolled in the Tiny Tots Program.

Supervises organized activities and ensures activity safety.

Incorporates health, safety and licensing regulations into the Tiny Tots Program as required and plans and implements the program health policy.

Accepts registration fees for classes and organizes/assists with enrollment efforts.

Supervises enrollee behavior and assists with sick or injured children as needed.

Reports suspected child abuse as required by law.

Plans, organizes and implements the Tiny Tots Program fundraising activities.

Monitors equipment and supply use and purchases program equipment/supplies.

Sets up room/facility for use and cleans equipment/program area after use.

Trains and schedules substitute teachers and other staff as assigned.

Orients and updates parents and enrolled students regarding program policies.

Plans and implements a safety and disaster program.

Arranges for a nutritional snack program.

Keeps current on new developments and research regarding early childhood education.

Assists with preparation of the Tiny Tots Program budget.

Operates a personal computer to compose correspondence and other material.

Prepares a variety of reports and maintains a variety of records including the required immunization, health and emergency information of tiny tot participants.

Purchases a variety of equipment and supplies related to the Tiny Tots Program.

Lifts and carries preschool children, program equipment and supplies weighing 40 pounds or less and uses basic hand tools.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Tiny Tots Teacher is a single incumbent classification with lead responsibility for the Tiny Tots Program and the performance of the full range of teaching, care giving and manual duties related to a preschool classroom.

Contacts and Relationships:

The Tiny Tots Teacher establishes and maintains contact with staff in the Parks and Recreation Department and has substantial interaction with preschool children enrolled in the Tiny Tots Program, parents of those children and various monitoring agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Child development and related activities.

Behavior management methods for children.

Foods and nutrition for children.

Recordkeeping techniques.

State and local regulations for licensed child care facilities.

Purchasing and supply techniques related to area assigned.

English usage and grammar.

Basic principles of supervision and training.

AND

Ability to:

Organize a preschool program to include planning and implementing activities for preschool children.

Check activities and inspect facilities and equipment for safety.

Perform a wide variety of teaching, caregiving and manual duties for children.

Analyze problems/situations and take appropriate action in accordance with applicable policies and procedures.

Understand and carry out oral and written instructions.

Communicate effectively orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public and their children with courtesy and tact.

Train and schedule staff.

Operate a personal computer and use applicable software.

Maintain records.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associates Degree from an accredited community college with an emphasis in early childhood education, or an Adult Education Certificate of Achievement in Nursery Education.

AND

Experience:

Two years of teaching experience in a licensed preschool program.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

Valid Infant, Child and Adult CPR Certificate, a valid Child Care First Aid Certificate and a valid Child Care Preventive Health and Safety Certificate for infants and young children as issued by a source acceptable to the City and renewals as required.

Successful passage of a specialized 15-hour course as required by the State of California Child Care Law (AB 243).

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

Passage of a Nursery School Administration class.

Physical Tasks and Working Conditions Include the Following:

Work is performed mainly in a child care environment and in a variety of field trip locations. On field trips the incumbent will be exposed to the elements. The incumbent sits, stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, crawls and grasps, pushes, pulls, drags, lifts and carries boxes of program equipment and picks up and carries program children weighing 40 pounds or less. The incumbent uses a computer, keyboard and related equipment and may be exposed to blood and other bodily products of program participants, childhood illnesses, solvents used in cleaning the Tiny Tots room and chemicals used in arts and crafts projects. The incumbent drives a vehicle on City business and uses basic hand tools including a screwdriver, hammer and pliers. When on field trips the incumbent may walk and stand on slippery and uneven surfaces. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised July 2006

Revised March 2003 and Title Changed from Tiny Tot Teacher II

Established June 1997 from Community Services Worker I/II