VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS: LEAD CHILD DEVELOPMENT ASSOCIATE

THE POSITION:

Under the direction of an assigned supervisor, plan, organize and evaluate learning experience for Early Childhood Education students and for the development of children in a children's center learning lab environment; provide for the intellectual, social, emotional, mental and physical development of participating children.

REPRESENTATIVE DUTIES:

Plan, organize and direct a daily curriculum including activities designed to promote physical, emotional, creative and cognitive development in infant/toddlers, pre-school and/or school age children.

Provide information to and assist college students with techniques of working with individual children and groups of children.

Train student assistants; observe and evaluate student teacher activities; assist in developing effective adult-child relationships.

Work with small and large groups of children in a variety of age-appropriate activities such as creative arts, mathematics, perceptual motor skills, science, language and social studies, both indoors and outdoors according to planned schedules.

Assist children with hygiene procedures as necessary; observe and evaluate health needs of children and take appropriate action.

Prepare instructional materials; work with director/supervisor to assign college students, student assistants, and volunteers to teaching areas and responsibilities; maintain a variety of records.

Provide supervision and be a working role model to student assistants, observers, and Early Childhood Education students.

Attend staff meetings, parent conferences, orientations, and in-service training programs as assigned.

Assure standards of safety, health and cleanliness of the center are maintained.

Be responsible for securing premises of the Child Development Center each evening.

Be able to serve as Child Development Center Director in Director’s absence.

Perform other duties as assigned.

Established September 2006
LEAD CHILD DEVELOPMENT ASSOCIATE (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Current concepts and practices used in Early Childhood Education
- Instructional methods and techniques
- Methods of observing, evaluating, and recording child behaviors
- General needs and behavior of children of various ethnic, racial and cultural backgrounds
- Safety precautions and procedures for children's programs
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

ABILITY TO:
- Work effectively in multi-ethnic setting with individuals and groups
- Plan and implement Child Development program goals and objectives
- Model and provide work direction to college students, student employees, and other staff
- Develop and maintain effective relationships with children
- Communicate effectively, both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with others
- Work confidentially with discretion
- Demonstrate and apply specific rules, policies and procedures of program to which assigned
- Prepare and maintain office records

EDUCATION AND EXPERIENCE:

Any combination equivalent to five years’ experience as a Child Development Associate or equivalent and Site Supervisor Permit or above

LICENSES AND OTHER REQUIREMENTS:

Child Development Permit – Teacher with Site Supervisor License and two years experience
Valid First Aid and CPR Certificates

WORKING CONDITIONS:

ENVIRONMENT:
Child Development Center environment for college students and pre-school children

PHYSICAL ABILITIES:
- Lifting and carrying heavy objects
- Bending at the waist
- Kneeling
- Seeing to observe children and students
- Hearing and speaking to communicate with children and parents
- Standing for extended periods of time