

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### EARLY CHILDHOOD INSTRUCTIONAL SPECIALIST

Salary Range 16

#### **BASIC FUNCTION:**

Under the direction of the Director of the Child Development Center, provide a nurturing learning environment and general oversight and management of children between the ages of birth through school age; assist College students with a variety of information and hands-on training as assigned. Performs other related duties as may be assigned.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Plans, oversees, and implements class programs in accordance with State guidelines and the policies and philosophy of the Child Development Center. (E)
- Modifies elements of the program to the needs of individual children with concerns for their interests, special talents and individual style and pace of learning. (E)
- Maintains a healthy, safe, and comfortable environment that is inviting and supportive of ethnic and family diversity. (E)
- Oversees other adults in the classroom and in assuring the smooth coordination of classroom activities and adult and child relationships. (E)
- Participates in recommended training programs, conferences, courses and other aspects of professional growth. (E)
- Assists children to become aware of their roles as integral members of a group, including children who speak languages other than English.
- Prepares materials for in-service activities; prepares practicum and student evaluations.
- Implement methods for effectively utilizing the services of classroom assistants.
- Performs general set up and clean up duties including lifting equipment and maintaining the sanitation of toys, materials, and the general surroundings.
- Participates in public relations events sponsored by the school.
- Incorporates computer-supported instruction in the classroom.
- Gathers and/or collects additional resources to compliment learning topics and special interests.
- Documents and collect skill samples in accordance with state Desired Results forms, for use in children's assessments and evaluations.
- Provides for the safety and general hygiene of children at the center; assists with toilet training; changes diapers; monitors playground activities.
- Performs a variety of administrative responsibilities including preparation of reports, information letters, ordering learning materials.
- Operates a variety of software applications to create newsletters, documents, planning forms, and learning materials.
- Establishes community partnerships to support and extend Child Development Center Activities.
- Provides basic first aid and CPR as necessary; assists children in preparing for lunch; and serves food, drinks and snacks.
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: Associate's degree in Early Childhood Education/Child Development including core courses supplemented by three units supervised field experience; AND/OR possession of or eligibility to possess a Teacher permit (or higher level permit) as stated on the current Child Development Permit Matrix issued by the Commission on Teacher Credentialing; AND at least one year experience working in a Child Development Center or in the child development area a minimum of three hours per day within the last two years.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of or ability to obtain an appropriate Child Development Permit.  
Valid Early Childhood Education Certificate.  
Basic First Aid/CPR Certificate.

**KNOWLEDGE OF:**

Basic principles of early childhood development.  
Basic nutrition standards.  
Basic methods of supervision of children in a child care setting.  
Basic first aid and CPR.

**ABILITY TO:**

Supervise children of various ages and adult student worker and volunteers.  
Assist in supervision of children of various ages.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written directions.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, other departmental personnel, children, parents, faculty, classified staff, and the general public.

**PHYSICAL EFFORT:**

Lifting children and moderately heavy objects  
Kneeling, crouching, moving around classroom.  
Physical exertion in play activities.

**WORKING CONDITIONS:**

Works primarily in outdoor/indoor Child Development Center environment  
Intermittent exposure to hazardous materials such as blood borne pathogens, bacteria, constant personal contact with interruption by students and children  
Majority of assignments are carried out during daylight hours.