

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Child Development Teacher	CLASSIFICATION:	Certificated Non-Management (SCTA)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	0379	WORK YEAR:	181 Days 10 Month 223 Days 12 Month
DEPARTMENT:	Assigned School Site and Child Development Department	SALARY:	Certificated Non-Management, Children's Center Personnel Salary Schedule P/N
REPORTS TO:	Child Development Management	CABINET APPROVAL:	07-17-14

BASIC FUNCTION:

Under direction, plan, carryout, and evaluate developmentally appropriate instructional activities for children between the ages of birth through the elementary school years who are enrolled in the Child Development Program.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

1. Work to further the development of assigned children. Teachers are responsible for maintaining a positive classroom environment that is responsive to children's individual and collective developmental needs. This includes the effective deployment of classroom management strategies, the use of constructivist principles as well as the use of child assessment data for the purposes of planning. **E**
2. Develop and post weekly lesson plans that are consistent with the goals and objectives of both Sacramento Unified School District (SCUSD), including those of the Child Development Department (CHDV). Maintain a uniform binder that compiles all of the lesson plans for the year. **E**
3. Facilitate parent education meetings and maintain on-going communication to support parents'/guardians' roles in preparing their child for success in school that are consistent with the goals and objectives of SCUSD, including those of CHDV. **E**
4. Complete Individual Development Plans (IDP) and conduct parent conferences and home visits for each child as required by the grantees and/or Child Development Department. Demonstrate respect for familial and cultural differences. This will include working jointly with all families to assist them in their efforts to accomplish familial goal and aspirations, i.e., assisting with the effective implementation of Family Partnership Agreements (FPA). **E**
5. Complete and maintain children's files relative to developmental screenings, child observations, and assessments. This includes making referrals to resource staff and ensuring the effective implementation of Individualized Education Plans (IEPs) and Individual Family Service Plan (IFSP) in order to support children's development needs. **E**

6. Attend and participate in in-service training, professional learning, meetings, and serve on committees facilitated by SCUSD and/or the CHDV Department. **E**
7. Execute and prepare records, forms, and reports as necessary to comply with individual program and funding requirements such as child care licensing regulations and CHDV systems, procedures, and processes. **E**
8. Exercise supervision and care of the classroom environment and instruct children and adults in the proper use and preservation of classroom property. Teachers are responsible for ensuring a safe and functional classroom environment at all times. **E**
9. Plan and coordinate the work of parents, students, and volunteers in the execution and understanding of classroom duties and responsibilities. This will include effectively communicating goals and objectives of SCUSD, including those of CHDV, to parents/guardians, community members, organizations/institutions, etc. **E**
10. Works cooperatively with school principals and other District staff in the effective implementation of the Child Development classrooms at the site level. **E**

EDUCATION, LICENSES, TRAINING, AND EXPERIENCE:

1. Bachelor's degree required in a related field and Child Development Permit, (Site Supervisor or Program Director) issued by California Commission on Teacher Credentialing. In addition, teachers assigned to infant/toddler classrooms must have a minimum six (6) credits in infant/toddler coursework

OR

Elementary Teaching Credential with at least twelve (12) ECE/CD units (including the 3 core classes required for Site Supervisor Permit), and three (3) units of supervised field experience.

2. Current CPR and First-Aid certification required.

WORK SCHEDULE AND SALARY:

The Child Development Teacher's work schedule is assigned by the supervisor and may be changed to meet the needs of the children served after consultation and agreement with the effected employee. The teacher will be placed on the Child Development Salary Schedule in accordance with training and experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Early Childhood Education theory, research and developmentally appropriate practices.
 District curriculum, reading levels, and appropriate reference materials.
 Applicable laws, codes, regulations, policies, and procedures.
 School district organization, operations, policies, and objectives.
 Interpersonal skills using tact, patience, and courtesy.
 Effective oral and written communication skills.
 Operation of a computer terminal and data entry techniques.

ABILITY TO:

Communicate effectively both orally and in writing.
 Analyze situations accurately, and adopt an effective course of action.
 Operate a computer terminal to enter data, maintain records, and generate reports.
 Meet schedules and timelines.

Evaluate and organize work according to specific deliverables.
Meet district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare documents and reports, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

(Former Classification Title: Children’s Center Teacher)

APPROVALS:

SCTA Union Representative

Date

Ken A. Forrest, Chief Business Officer

Date

Sara Noguchi, Ed.D., Interim Superintendent

Date