

CONNECTICUT COMMUNITY COLLEGES

Job Description

Child Development Assistant Teacher

Salary Level:
13

Date Approved/Revised:
Approved: 10/01/02

Position Purpose

Individual colleges within the Community College system provide child development centers, offering child care, child development, nutrition and related services for the pre-school children of students, staff and citizens of communities in their respective service areas. The colleges also offer academic programs in early childhood education. The child development centers provide the collateral function of serving as laboratories for practical experience by early childhood education students.

The Child Development Assistant Teacher assists and participates in teaching, protecting and providing care for pre-school children in a Community College child development center.

Supervisory and Other Relationships

The Child Development Assistant Teacher typically reports to a Director of Child Development Center or other administrator. The position may serve as lead person for student workers or may monitor the work of student workers and early childhood education student teachers.

The position has extensive relationships with Center children, parents, staff and student teachers. The incumbent is expected to represent the College in a positive manner.

Major Accountabilities

The Child Development Assistant Teacher is accountable for contributing to the development, protection and care of children enrolled in the College's Child Development Center through effective performance in these essential functional areas:

- Teaching, protecting and caring for children;
- Parent communication;
- Center operation.

Examples of Essential Duties and Accountabilities

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. Teaching, protecting and caring for children: The Child Development Assistant Teacher is accountable for contributing to the learning and safety of assigned children in the College's Child Development Center. This accountability includes such essential tasks as:

1. Planning learning activities and preparing materials and equipment for the Center's children;
2. Conducting learning activities with children;
3. Supervising children's activities to assure their safety and to assist them with personal activities such as eating and toileting;
4. Monitoring, recording and reporting children's progress.

B. Parent communications: The Child Development Assistant Teacher is accountable for providing useful information to parents on their children's progress. This accountability includes such essential tasks as:

1. Holding daily informal discussions with parents regarding their children's progress;
2. Preparing periodic reports on children's performance;
3. Participating in parent conferences.

C. Center operations: The Child Development Assistant Teacher is accountable for contributing to the operation of the Child Development Center. This accountability includes such essential tasks as:

1. Assisting in maintaining the safe and clean condition of the Center facility and its equipment;
2. Assisting in administrative tasks such as registration of children and preparing and maintaining files and records.

Professional Participation and Development

In addition to the accountabilities listed above, the Child Development Assistant Teacher is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events.

The incumbent is expected to maintain currency in the position's required fields of professional expertise and competencies and to maintain Red Cross first aid and CPR certifications. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

Qualifications

Incumbents are required to have demonstrated knowledge and abilities in the following areas:

- Early childhood education;
- Child development and learning principles and applications;
- Child protection and care;
- Information technology literacy skills;
- Effective oral and written communication.

These skills and abilities typically are acquired through a combination of education, training and experience which would include an Associate's degree in an appropriately related field. Experience in a related field is desirable. Or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Work Environment

Incumbents typically perform their work in child care facilities, classrooms and offices. The work may involve physical effort in lifting or carrying children from time to time. Reasonable accommodation will be made for incumbents or candidates with physical limitations.