



Sawyer House *Guardian House* *Verda's House* *Marsha's House* *Audrey's House*
Modesto *Oakdale* *Turlock* *Ceres* *Modesto*
est. 1980 *est. 2002* *est. 2006* *est. 2006* *est. 2016*

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JOB DESCRIPTION

RESPITE CHILDCARE TEACHER

POSITION SUMMARY

Under the management of the Respite Program Site Supervisor, tends to direct care, developmental advancement and overall instruction of children, ensuring children's health and safety at all times.

DUTIES AND RESPONSIBILITIES

Personal and Professional Behavior

- Adhere to Center/agency personnel policies.
- Learn, internalize and support agency's mission statement.
- Participate in continuing education and professional growth activities.
- Maintain confidentiality of all program recipients.
- Follow professional codes and incorporate professional ethics into the work place.

Classroom Environment

- Develop and maintain an appropriate indoor and outdoor environment, providing constant supervision of all play areas.
- Supervise and interact directly with children maintaining a positive and encouraging manner.
- Contribute to the planning, written composition and implementation of classroom curriculum.
- Assist in assessing children's development, observing, documenting, and recording progress on children enrolled in program.
- Contribute to the development and ongoing maintenance of child portfolios.
- Engage children in activities and offer active participation.
- Conduct and coordinate small group and large group activities.
- Create developmentally and culturally appropriate activities.
- Create and implement conflict management and problem solving strategies with children.

Health, Safety & Nutrition

- Follows universal health precautions.
- Follows center/agency policies and procedures for health and safety.
- Administer prescribed medication when applicable.
- Assist in planning and preparing nutritious meals and snacks for children.
- Formulate and implement emergency procedures as required.
- Maintain a safe and healthy indoor and outdoor environments
- Identify and reports any suspected incidents of child abuse to supervisor.

Families and Community

- Present a positive perception of the Center to the community.
- Communicate positively and actively develops reciprocal relationships with parents.
- Communicate with parents about the needs, activities and developmental milestones of children.
- Recognize and identify special needs of children and/or families.

- Effectively collaborate, interact, and serve individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Inform parents and coworkers about community resources.

Administration and Management

- Facilitate organization in the workspace.
- Maintain appropriate records.
- Promote positive and harmonious communication in all aspects of the Center operations.
- Participate in evaluation and supervision activities.
- Attend department, agency, and community meetings and trainings, as assigned.
- Prepare records for funding reviews.
- Prepare the environment and records for Department of Social Services Community Care Licensing Division site visits.

Other Duties

- Answer FamilyLINE calls as necessary, providing empathy, support and appropriate community referrals.
- Work evenings, weekends and holidays as required.
- Seek appropriate projects and tasks, upon completion of assigned duties.
- Participate in continuing education opportunities in accordance with CCC staff development plan (on site / off site).
- Learn new technology requirements / standards.
- Maintain good work ethics and habits (attendance, punctuality, time management, teamwork).
- Complete general housekeeping assignments to achieve environmental standards in accordance with agency policy.

EDUCATION, EXPERIENCE, SKILLS AND QUALIFICATIONS

Education

- High school diploma or equivalent.
- Completion of 12 units of ECE/CD including core courses.
- Three of the units required above shall be related to the care of infants or shall contain instruction specific to infants, as per Department of Social Services Regulations in infant care, if working with children birth to 23 months.

Experience

- One year classroom experience (desired, not required).

Personal Skills & Qualifications

- Ability to communicate effectively both in oral and written English.
- Must possess sound personal qualifications (i.e. maturity, stability, high moral standards, sound mental health, and physical ability to perform job).

LICENSING / CERTIFICATION REQUIREMENTS

- Criminal Record Clearance from the Department of Justice.
- Must possess a valid Child Development Associate Teacher Permit (or higher) issued by the California Commission on Teacher Credentialing (or meet the requirements to apply).
- Physical health screening.
- Negative tuberculosis screening.
- Verification of measles and pertussis immunizations, in addition to influenza shot (or statement of declination).
- Infant/Child CPR and First Aid certification (desired, not required).

** Pay Rate \$18- \$22 (negotiable, based upon child development units and experience).

