



City of Newark, California

Class Code: 138
WP Code: Lead Child Care
Established: 06/05/19
Revised: _____
EEO Code: PP

CLASS SPECIFICATION

LEAD CHILD CARE INSTRUCTOR

POSITION DESCRIPTION

Nature of Work: Under the supervision of the Recreation Supervisor, provide for the instruction of educational and recreational activities in a state licensed child care center for ages three to five years old. Additional responsibilities include on-site supervision of up to four Child Care Instructors, lead facility tours and provide program information for prospective families, arrange parent-teacher conferences, and ensure daily compliance with California State Licensing requirements. Other duties as assigned by the Recreation Supervisor.

Class Characteristics: This position in addition to certain administrative and supervisory responsibilities, is responsible for planning and implementing activities including arts and crafts, games, creative and free play, exercise and movement, and circle time targeted to three to five year olds.

Essential Duties: Provides in-class supervision of Child Care Instructors; leads facility tours and provides program information and registration requirements for families. Advises Recreation Supervisor of student behavior issues; arranges meetings with parents as needed to resolve student behavior issues. Ensures daily compliance with all California State Licensing requirements and assist in the review of Child Care Instructors. Plans and implements academic and recreation activities for ages three to five; prepares lesson plans; participates in field trips; maintains records as required; assesses child's skill levels and progress; maintains on-going communication with parents regarding their child's behavior and participation; participates in parent conferences; corrects deficiencies that constitute immediate threats to children's health and safety; provides supervision of the program and its activities; leads children in academic activities, arts, crafts, games, and organized play; assists in the set up, inspection, and take down of all equipment at the child care facility for proper use and safety; enforces safety and health standards; purchases grocery supplies for snack time; plans, prepares, and serves nutritious snacks to children; may supervise volunteers. The Lead Child Care Instructor is also expected to provide classroom coverage during any Child Care Instructor absence and vacation.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of:

- California State Child Care Licensing Requirements.
- Knowledge of basic staff supervisory skills.
- Ability to effectively communicate program specifics with prospective families.

- Developmentally appropriate program content for children aged three to five years old.
- Principles and methods used in instructing a comprehensive range of activities for three to five year olds.
- State licensing regulations, and policies and procedures established by the City and Recreation and Community Services Department.

Ability or Skill to:

- Use initiative and sound independent judgment within established guidelines.
- Coordinate a variety of activities involving three to five year olds.
- Work effectively in a team environment.
- Effectively plan and implement child care programs.
- Establish and maintain effective collaborative working relationships with children, parents, and co-workers.
- Communicate clearly and concisely, both orally and in writing.
- Maintain an environment that is safe and appropriate for three to five year olds.

Experience, Training and Education: Any combination of experience, training or education equivalent to high school graduation or GED; successful completion of the 15 semester or quarter equivalent units (12 core semester units in early childhood education/development, 3 semester units in administration or staff relations) of Early Childhood Education specified by Title 22 regulations from an accredited academic institution; and four years of teaching experience in a licensed day care center or comparable group child care program. Additionally, have completed 15 hours of health and safety training and one (1) hour of a preventive health practices course or courses that include instruction in the recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries. Education from an accredited academic institution with a major in Early Childhood Education or Child Development may be substituted for experience as follows: an AA or equivalent may substitute up to nine months experience, and a BA or equivalent may substitute up to 18 months experience.

Special Requirements: Must possess a valid California driver's license and have a satisfactory driving record. Licensing requires fingerprinting, a health screening, and a tuberculosis test. Successful completion of Pediatric First Aid and Pediatric CPR training and an approved Mandated Reporter Training is required within four (4) weeks of employment.

Physical Requirements: Ability to sit, stand, and/or walk for prolonged periods of time; run, twist, kneel, crouch, bend, stoop, see, speak, and hear. The employee will work in outside weather, will be exposed to noise and hot, cold, wet and/or humid conditions. Must be able to work any shift during hours of operation. Employees in this class must occasionally lift and/or carry up to 35 pounds.

Probationary Period: 6 months

FLSA: Non-exempt