

**Summary Class Code: 7349**

**LOCAL DISTRICT CLASSIFICATION PLAN**

**SUMMARY CLASS TITLE: CHILD CARE ASSOCIATE TEACHER I**

**BASIC FUNCTION:**

The Child Care Associate Teacher I directs the daily operation of the Child Care classroom. In this capacity, the Child Care Associate Teacher I organizes and implements appropriate developmental activities for Child Care children including those with disabilities. The Child Care Associate Teacher I provides parents with regular information regarding child development and their individual child's progress.

**DISTINGUISHING CHARACTERISTIC:**

The Child Care Associate Teacher series applies to trained early childhood paraprofessionals who operate Child Care classrooms, under the supervision of certified or licensed professionals. The position of Child Care Associate Teacher I is an important role in the early childhood environment as teaching is a team effort. The Child Care Associate Teacher I will work alongside the Child Care Associate Teacher II and Child Care Director to implement a variety of daily activities which include observing, supervising and educating children, organizational duties, and optimizing the learning and play environment while also meeting the child care health and safety standards.

**REPRESENTATION DUTIES:**

- Assist the Child Care Associate Teacher II with curriculum development (lesson plan) according to the age, developmental maturity, and needs of the children being taught, while including fundamental vocabulary, simple shapes, basic colors, letters, and numbers into the curriculum.
- Assist the Child Care Associate Teacher II in implementing activities on the lesson plan and following the daily schedule
- Assist the Child Care Associate Teacher II in observing and assessing children's behavior and progress
- Assist and engage with the children throughout the day
- Follow and implement health, safety and sanitation procedures throughout the day
- Maintain regulatory compliance

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- General practices, policies and procedures involved in early childhood education.
- Appropriate Child Care classroom operation.
- Parent education relating to Child Care children.
- Needs and development of Child Care children.
- Oral and written communication skills.
- Laws, rules and regulations related to assigned activities.

- Interpersonal skills basic to working with adults and families.
- Health and safety rules and regulations related to early childhood settings.

**CHILD CARE ASSOCIATE TEACHER I continued**

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**ABILITY TO:**

- Organize, create and operate the Child Care classroom with indirect curricular supervision.
- Provide parent involvement opportunities.
- Work with parents and children effectively.
- Observe and record child behavior.
- Provide input into child education reports.
- Adapt the learning environment to meet individual child needs.
- Implement special instructional services under direction of a licensed or certified professional.
- Communicate effectively both orally and in writing.
- Work cooperatively with others and direct activities of instructional assistants.
- Maintain classroom records.
- Understand and work within scope of authority.

**EDUCATION AND EXPERIENCE:**

General Education: High School (GED)

Complete the National Background Check Program for Kentucky and any out of state background checks.

Provide a TB skin test or statement from a health professional.

**\*\*\*To continue employment, employees in this classification must complete**

Complete 15 hours of professional development annually

Update TB skin test every two years

Complete an annual professional development plan with the director

Complete an annual staff evaluation with the director

Complete CPR/First Aid Training every two years (if required by director),

Complete the 1.5-hour Pediatric Abusive Head Trauma Training in the first year of hire

Complete 6 hours of Orientation within the first 90 days of hire

Follow/ implement all center policies and procedures daily

Employees in this series can be considered for Child Care Center Associate Teacher II upon completion of five (5) years of employment as a Child Care Associate Teacher I OR upon completion of three (3) years of employment as a Child Care Associate Teacher I AND director approval, as budget allows.

Summary Class Code: 7350

**LOCAL DISTRICT CLASSIFICATION PLAN**

**SUMMARY CLASS TITLE: CHILD CARE ASSOCIATE TEACHER II**

**BASIC FUNCTION:**

Child Care Associate Teacher II directs the daily operation of the Child Care classroom. In this capacity, Child Care Associate Teacher II organizes and implements appropriate developmental activities for Child Care children including those with disabilities. Child Care Associate Teacher II also participates in the assessment of children by observing children and contributing to the reporting and planning for individual child educational goals. Child Care Associate Teacher II provides parents with regular information regarding child development and their individual child's progress.

**DISTINGUISHING CHARACTERISTIC:**

The Child Care Associate Teacher series applies to trained early childhood paraprofessionals who operate Child Care classrooms, under the supervision of certified or licensed professionals. The position of Child Care Associate Teacher II is an important role in the early childhood environment as teaching is a team effort. The Child Care Associate Teacher II will work alongside the Child Care Associate Teacher I and Child Care Director to implement a variety of daily activities which include observing, supervising and educating children, organizational duties, and optimizing the learning and play environment while also meeting the childcare health and safety standards.

**REPRESENTATION DUTIES:**

- Assist the Child Care Associate Teacher I with curriculum development (lesson plan) according to the age, developmental maturity, and needs of the children being taught, while including fundamental vocabulary, simple shapes, basic colors, letters, and numbers into the curriculum.
- Assist the Child Care Associate Teacher I in implementing activities on the lesson plan and following the daily schedule
- Assist the Child Care Associate Teacher I in observing and assessing children's behavior and progress
- Manage a busy classroom environment, and provide the structure and discipline required for successful learning for everyone in the classroom.
- Help children meet educational milestones through personalized instruction and other supplementary assistance.
- Provide helpful feedback to parents and guardians on a regular or as-needed basis.
- Work with diverse populations of children and adults from a wide variety of cultural, linguistic, and religious backgrounds.
- Address basic interpersonal skills, such as sharing, taking turns, and asking permission in the classroom.
- Other duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- General practices, policies and procedures involved in early childhood education.
- Appropriate Child Care classroom operation.
- Parent education relating to Child Care children.
- Needs and development of Child Care children.
- Oral and written communication skills.
- Laws, rules and regulations related to assigned activities.
- Interpersonal skills basic to working with adults and families.
- Health and safety rules and regulations related to early childhood settings.

**ABILITY TO:**

- Organize, create and operate the Child Care classroom with indirect curricular supervision.
- Provide parent involvement opportunities.
- Work with parents and children effectively.
- Observe and record child behavior.
- Provide input into child education reports.
- Adapt the learning environment to meet individual child needs.
- Implement special instructional services under direction of a licensed or certified professional.
- Communicate effectively both orally and in writing.
- Work cooperatively with others and direct activities of instructional assistants.
- Maintain classroom records.
- Understand and work within scope of authority.

**EDUCATION AND EXPERIENCE:**

General Education: High School (GED)

CDA (Child Development Associate Certificate) or 5 + years in an early childhood setting

Complete the National Background Check Program for Kentucky and any out of state background checks.

Provide a TB skin test or statement from a health professional.

**\*\*\*To continue employment, employees in this classification must complete**

Complete 15 hours of professional development annually

Update TB skin test every two years

Complete an annual professional development plan with the director

Complete an annual staff evaluation with the director

Complete CPR/First Aid Training every two years (if required by director),

Complete the 1.5-hour Pediatric Abusive Head Trauma Training in the first year of hire

Complete 6 hours of Orientation within the first 90 days of hire

Follow/ implement all center policies and procedures daily