



County of Contra Costa
Associate Teacher - Project

CLASS CODE	CJW1	SALARY	\$18.20 - \$22.12 Hourly \$3,154.74 - \$3,834.61 Monthly \$37,856.88 - \$46,015.32 Annually
BARGAINING UNIT	Local 1 - Family and Children's Services Unit	REVISION DATE	June 29, 2012

Definition

Bargaining Unit: Local 1 - Family and Children's Services Unit

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

Under supervision, assists in planning, organizing and conducting classroom activities for children ages 2.5-5 enrolled in the Head Start and Child Development Programs; performs related work as required.

Distinguishing Characteristics

The Associate Teacher-Project is assigned to the Head Start and Child Development Programs in the Community Services Bureau (CSB). The Community Services Bureau administers an educational program designed to promote the social, emotional, cognitive, creative, physical and linguistic development of young children and the cooperative involvement of their families.

An Associate Teacher-Project is authorized to provide service in the care, development, and instruction of children in a child care and development program, and supervise a Teacher Assistant. The Associate Teacher-Project reports to the Teacher-Project.

Positions in this class are exempt from classified service and work in State and/or Federally funded project positions administered by Contra Costa County.

Minimum Qualifications

License Required: Possession of a valid California Motor Vehicle Operator License. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate and 12 semester units in Early Childhood Education/Child Development, including core courses. Prefer an Associate of Art (A.A.) degree or higher in Early Childhood Education/Child Development or related field from an accredited college or university.

Permit Required: Possession of a Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing or a Contra Costa County Associate Teacher Temporary County Certificate

(CCC TCC).

Other Requirement: As required by law, all appointees to this class must successfully pass a physical examination and fingerprint and tuberculosis clearances

Knowledge, Skills, and Abilities

Knowledge of:

- Diverse cultures, values and traditions
- Sound theories and practices in the field of Early Childhood Education and Child Development
- Full range of computer software in Microsoft Office programs such as Outlook, Word, Excel, PowerPoint, Publisher, and Visio demonstrated at a beginning to intermediate level of proficiency
- Knowledge of diverse research based curriculum in early childhood education.

Ability to:

- Organize and maintain records
- Communicate effectively both orally and in writing
- Lift up to 50 lbs.
- Bend, stoop, and kneel intermittently
- Sit in small chairs and on the floor regularly
- Move quickly to keep pace with young children

Typical Tasks

- Assists in assessing the needs of children enrolled in the program
- Assists in organizing the children's learning environment
- Assists in planning and implementing the developmental program
- Assists in working with parents in building a relationship of mutual respect and cooperation
- Models appropriate behavior for the children and other adults
- Makes verbal and written reports of suspected child abuse to Child Protective Services and report unusual incidents to others as required
- Performs duties and responsibilities of the Teacher-Project during hours when the Teacher-Project is not assigned to the classroom
- Reports issues of concern to the Teacher-Project or Site Supervisor-Project
- Performs other tasks as may be required for the efficient operation of the instruction program

Spec History

Formerly: Child Development Associate Teacher-Project

Established: July 1990

Revised and Re-titled: June 1999

Re-titled: April 2008 (GSR) Removed all designates of FAC;

Updated: December 2008 (NLB)

Revised: March 2012 (NLB)