



## County of Contra Costa Teacher - Project

<b>CLASS CODE</b>	CJN1	<b>SALARY</b>	\$23.74 - \$28.86 Hourly \$4,115.72 - \$5,002.69 Monthly \$49,388.64 - \$60,032.28 Annually
<b>BARGAINING UNIT</b>	Local 1 - Family and Children's Services Unit	<b>REVISION DATE</b>	June 29, 2012

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### 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, plans, organizes and conducts a variety of developmentally appropriate classroom activities for children 2.5-6 years of age enrolled in the Head Start and Child Development Programs; provides supervision and training to subordinate staff; and performs related work as required.

### **Distinguishing Characteristics**

The Teacher - Project is assigned to the Community Services Bureau. Community Services 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.

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

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

### **Minimum Qualifications**

**License Required:** Possession of a valid California 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 possession of 1) an Associate degree in Early Childhood Education; or 2) An Associate degree in related field and coursework equivalent to a major relating to Early Childhood Education, with experience teaching preschool-age children; or 3) Baccalaureate degree in Early Childhood Education; or 4) Baccalaureate degree in any subject and coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool-age children. .

**Permit Required:** Possession of a Child Development (CD) Teacher Permit issued by the California Commission on Teacher Credentialing or issuance Contra Costa County Teacher Temporary County Certificate (CCC TCC). Possession of a current CD Teacher Permit or CCC TCC at all times is a condition of employment.

**Other Requirements:** 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:**

- Principles of Early Childhood Education and Development
- Diverse cultures, values and traditions
- 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
- Relate effectively with children
- Lift up to 60 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**

- Plans and supervises Child Development classroom activities
- Assesses children's needs and development
- Holds parent conferences about children's development twice a year
- Models appropriate behavior for the children and classroom staff
- Leads the classroom team in planning and implementing the developmental program
- Assists in training instructional staff with the goal of building a team approach to meeting the children's needs
- Works with parents in building a relationship of mutual respect and cooperation
- Reports issues of concern to the Center Administrator
- Makes verbal and written reports of suspected child abuse to Children's Protective Services and of unusual incidents to Community Care Licensing
- Maintain commitment to training and continuing professional development
- Complies with standards of conduct as required by Federal, State and County regulations
- Performs other tasks as may be required for the efficient operation

### **Spec History**

Formerly: Child Development Teacher – Project

Established: July 1990

Revised and Re-titled: June 1999

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

Updated: December 2008 (NLB)

Revised: March 2012 (NLB)