UNIVERSITY OF SOUTHERN CALIFORNIA

Child Care Teacher

Job Code: 159011

Grade: E
OT Eligible: Yes
Comp Approval: 5/18/2006

JOB SUMMARY:
Teaches a group of young children in a preschool, day care center or other child development facility. Designs activities to promote social, physical and intellectual growth in preparation for primary school. Maintains quality standards.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ E/M/NA Plans lessons and learning opportunities appropriate to the development level and individual needs of each child and to stimulate children's cognitive skills, abilities and development. Assists with planning and coordinating extracurricular and/or outreach programs as needed. Ensures the smooth transition of activities.

______ E/M/NA Prepares and submits in a timely manner written lesson plans, reports, parent conferences and child and staff evaluations.

______ E/M/NA Teaches children, under a team-based concept, according to approved instructional programs at a rate and level commensurate with expected progress of each child.

______ E/M/NA Evaluates children, maintaining anecdotal and developmental records as well as progress and incident reports for each assigned child. Meets with parents to discuss child's progress, provide counsel or advice, and to devise learning and development strategies as appropriate.

______ E/M/NA Serves as liaison between parents and head teachers or Program Director/Manager.

______ E/M/NA Assists in ensuring compliance with state child care licensing requirements, applicable health and safety requirements, and accreditation standards for providing care and education.

______ E/M/NA Maintains a suitable learning environment including the appearance and/or décor of the classroom and playground. Encourages critical thinking through use of stimulating questions and ideas. Uses a variety of methods and materials.

______ E/M/NA Participates in planning and coordinating staff development activities, parent education and parent involvement activities.

______ E/M/NA Maintains accurate sign-in and sign-out attendance records. Assists Program Director/Program Manager with file maintenance.

______ E/M/NA Orders supplies and materials for classroom use.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
- [ ] No  
- [x] Yes  

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Associate's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 1 Year

**Minimum Field of Expertise:**

Early childhood education and experience. Must meet Child Development Permit Matrix qualifications and requirements for position. Three to five years of experience in a preschool, day care center or other child development facility may be substituted for the minimum education and experience requirements.

**Preferred Field of Expertise:**
- 24 units early childhood education development plus 16 GE units

**Skills:**  
- **Other:**
  - Analysis
  - Assessment/evaluation
  - Communication -- written and oral skills
  - Conceptualization and design
  - Conflict resolution
  - Counseling
  - Interpretation of policies/analyses/trends/etc.
  - Knowledge of applicable laws/policies/principles/etc.
  - Organization
  - Planning
  - Problem identification and resolution
  - Research
  - Scheduling
  - Teaching/Training

**Skills:**  
- **Machine:**
  - Calculator
  - Computer Network (Department or School)
  - Computer Network (University)
  - Fax
  - Personal Computer
  - Photocopier
Supervises:  Level:

May oversee student, temporary and/or casual workers.

Comments:

Responsible for the ability to lift a child, bend and stoop to the level of a child, and be agile enough to move quickly and respond to children's actions.

SIGNATURES:

Employee: ____________________________  Date:____________________________

Supervisor: ____________________________  Date:____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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