

ASSISTANT

Under the supervision of a qualified teacher:

- ❖ Sets up and maintains indoor and outdoor environments, implements planned activities and routines that are engaging and challenging to children.
- ❖ Follows a program of culturally and linguistically appropriate learning opportunities designed by the teacher.
- ❖ Directly interacts with children in a warm and positive manner, listening and responding to their language/communication with respect and sensitivity at all times.
- ❖ Assists in a range of activities that promote family environment.
- ❖ Follows center/agency policies and procedures for health and safety and nutrition.



EDUCATION REQUIREMENTS

- ❖ Six (6) units of Early Childhood Education (ECE) or Child Development (CD) at a Western Association of Schools and Colleges (WASC) accredited institution. To work in a school-age program, 3 of the 6 units must be in school-age coursework.

OR

- ❖ Completion of an accredited ROP and HERO program.
- ❖ Experience Requirements: No experience required.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB tests and clearance.

COMPENSATION

- ❖ Salaries and benefits vary widely according to types of programs. See Model Compensations Scale development by Los Angeles County Child Care Planning Committee www.childcare.lacounty.gov.

For more information on the Child Development Permit, visit www.cctc.ca.gov or www.childdevelopment.org.



ASSOCIATE TEACHER

May serve as a classroom assistant or may fill the role of teacher in certain programs.
(Title 22 licensed programs only).

- ❖ Participates in the design, creation, and maintenance of a secure, stable, and stimulating indoor and outdoor environment.
- ❖ Helps design and implements culturally and linguistically appropriate learning opportunities based on observations/assessments of the children and parental information.
- ❖ Implements routines and activities and uses materials and strategies that encourage group and individual exploration and problem solving techniques.
- ❖ Conducts a range of activities that promote family involvement and encourage family participation in children's activities.



EDUCATION REQUIREMENTS

- ❖ Twelve (12) units of Early Childhood Education/Child Development (ECE) including core courses (Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations; and Programs/Curriculum) at a Western Association of Schools and Colleges (WASC) accredited institution. To work in a school-age program, 6 units must be in school-age coursework.
- ❖ *Experience Requirements:* 50 days of 3 or more hours per day within 2 years.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB tests and clearance.

COMPENSATION

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TEACHER



May work alone with a group of children, or in a team of other teachers, or with assistants.

- ❖ Assumes responsibility for planning, providing and evaluating indoor and outdoor learning environments, activities and routines. Is familiar with evaluation tools such as the Early Childhood Environmental Rating Scale (ECERS, etc.) and other quality rating tools and standards that influence the planning and provision for learning and play environments.
- ❖ Implements a curriculum plan and schedule that meets the needs of children, families and staff.
- ❖ Ensures that respect for the backgrounds and needs of all children, families, and staff are integrated into both program planning and implementation.
- ❖ Acknowledges and celebrates the diversity among families, and uses supplies and equipment that reflect the diversity within the community.
- ❖ Fosters the social/emotional development of young children and assists them in developing decision-making and interpersonal skills.
- ❖ Actively collaborates with parents in a respectful and positive manner to support each child's development.
- ❖ May supervise assistants or volunteers; maintains confidential and supportive supervisory relationship with staff including evaluations.
- ❖ Is familiar with child development assessment tools; observe and assess each child's progress for program planning and parent communication.

EDUCATION REQUIREMENTS

- ❖ Twenty-four (24) units of Early Childhood Education/Child Development (ECE) including core courses (Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations; and Programs/Curriculum). For school-age program staff, at least 12 units must be in school-age coursework.
- ❖ Sixteen (16) General Education (GE) units, in humanities/fine arts, social sciences, math/science, English/language arts at a Western Association of Schools and Colleges (WASC) accredited institution.
- ❖ *Experience Requirements:* 175 days of 3 or more hours per day within 2 years **OR** Associate of Arts (AA) or higher degree in ECE or a related field with 3 units of supervised field experience in an ECE/child development setting.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB tests and clearance.

COMPENSATION

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MASTER TEACHER

May serve as coordinator of curriculum or staff development as well as teach.

- ❖ Develops and shares specialized knowledge with other staff members, student teachers and families. May provide coaching, mentoring or training to other teaching staff.
- ❖ Works with staff on designing individual professional development plans that include inclusive, culturally relevant, anti-bias practices; and supports their implementation. May serve as a Professional Growth Advisor.
- ❖ Acquaints assistant teachers and/or volunteers with program activities and philosophy.
- ❖ Develops and implements a curriculum plan and schedule that meets the needs of children, families and staff.
- ❖ Supervises and models interactions with children in a warm and positive manner.
- ❖ Creates an environment that fosters the establishment of reciprocal and cooperative relationships among group participants.



ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB tests and clearance.

COMPENSATION

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EDUCATION REQUIREMENTS

- ❖ Twenty-four (24) units of Early Childhood Education/Child Development (ECE) including core courses (Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations; and Programs/Curriculum). For school-age programs 12 units must be in school-age coursework.
- ❖ Sixteen (16) General Education (GE) units, in the four general areas at a Western Association of Schools and Colleges (WASC) accredited institution.
- ❖ Six (6) specialized units – Infant/Toddler Care; Bilingual/Bicultural Development; Children with Exceptional Needs; Preschool Curriculum; Parent/Teacher Relations; and Child Health – plus 2 adult supervision units at a WASC accredited institution.
- ❖ *Experience Requirements:* 350 days of 3 or more hours per day within 2 years **OR** Bachelor of Arts (BA) or higher with 12 units of ECE, 3 semester units supervised field experience in ECE/School-Age setting. For school-age program, at least 6 units must be in school-age coursework.

SITE SUPERVISOR



EDUCATION REQUIREMENTS

- ❖ Associate of Arts (AA) degree (60 units) with 24 units of Early Childhood Education/Child Development (ECE) including core courses (Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations; and Programs/Curriculum); 16 units of required general education; plus 6 administrative units. For school-age, at least 12 units in school-age coursework must be completed.
- ❖ Two (2) adult supervision units at a Western Association of Schools and Colleges (WASC) accredited institution.
- ❖ *Experience Requirements:* 350 days of 3 or more hours per day within 4 years including at least 100 days of supervising adults;
- OR** Bachelor of Arts (BA) or higher with 12 units of ECE (at least 6 units of school-age coursework if working in a school-age program) and 3 semester units of supervised field experience in ECE/School Age setting; **OR** Administrative Credential with 12 units of ECE (at least 6 units of school-age coursework if working in a school-age program), plus 3 units supervised field experience in ECE setting or school-age setting; **OR** Teaching Credential with 12 units of ECE (at least 6 units of school-age coursework if working in a school-age program), plus 3 units supervised field experience in ECE or school-age setting.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB tests and clearance.

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PROGRAM DIRECTOR

- ❖ Works cooperatively within the agency structure, interpreting, reviewing and adapting agency policies and procedures to improve the administration of the child development program.
- ❖ Develops and/or oversees agency professional development plans; arranges for staff training opportunities.
- ❖ Fosters a social and emotional climate that supports open communication and teamwork and constructively works through cultural and racial conflicts.
- ❖ Develops and oversees a program work plan and schedule, and secure, stable, and stimulating learning environments that meet the needs of children, families and staff.
- ❖ Directs efforts to appropriately include children with disabilities and other special needs.
- ❖ Oversees program evaluation efforts; works with staff and parents to set goals and objectives for the program.
- ❖ Develops or oversees a fiscal management system to prepare, maintain and monitor a budget that supports the achievement of goals, and objectives of the program.
- ❖ May coordinate activities among multiple sites.
- ❖ Oversees implementation of curriculum development and daily classroom management.
- ❖ Reaches out to the community to establish linkages with other agencies that serve children; is informed about other resources to support child and families well-being.
- ❖ Ensures that records on all aspects of program operation including: Community Care Licensing records, staff employment and staff development plans and activities, emergency procedures, child assessments, are maintained in good order.

EDUCATION REQUIREMENTS

- ❖ Bachelor of Arts (BA) with 24 units of Early Childhood Education/Child Development (ECE), including core courses (Child/Human Growth and Development; Child, Family, and Community; Community; Child and Family Relations; Programs/Curriculum). For a school-age program; 12 units must be in school-age coursework.
- ❖ Six (6) Administrative units, plus 2 adult supervision units at a Western Association of Schools and Colleges (WASC) accredited institution.
- ❖ *Experience Requirements:* Site Supervisor status and one program year of site supervisor experience; **OR** Administrative Credential with 12 units of ECE, plus 3 units supervised field experience in ECE setting; **OR** Teaching Credential with 12 units of ECE, plus 3 units supervised field experience in ECE setting, plus 6 units in administration; **OR** Master's Degree in ECE or Child/Human Development or closely related field.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
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