

**City of San Rafael  
Job Class Specification**

## **Job Title: Child Care Instructor I/II**

### **SUMMARY:**

This is a flexibly staffed position. Appointment to the I or II level is based on education and experience. Positions in this class are assigned to pre-school or elementary childcare programs. Under the supervision of the Child Care Center Director, provide developmental care and supervision to children enrolled in the childcare program; implement age appropriate curriculum for children; establish and maintain supportive relationships with children and parents.

### ***DISTINGUISHING CHARACTERISTICS:***

#### **Instructor I:**

This class is primarily responsible for carrying out day-to-day activities and interactions with children enrolled in the childcare program. This position assists the Child Care Instructor II in planning and scheduling activities.

#### **Instructor II:**

This class is distinguished from the Child Care Instructor I position in that incumbents assume primary responsibility for planning, scheduling and organizing curriculum and other activities for childcare participants. In the absence of the Child Care Director, the Child Care Instructor II may assume those duties.

**ESSENTIAL AND IMPORTANT DUTIES** include the following. Other duties may be assigned.

#### **Instructor I**

- Assist in planning and implementing age appropriate curriculum, activities and events.
- Provide continuous supervision to children in day-to-day activities; ensures health and safety of children.
- Maintain childcare center, rooms and play areas in a clean, orderly and safe condition; sets up rooms and areas for various activities such as lunch, naps, games, etc.
- Monitor behavioral patterns and assists with assessment and child development profiles.
- Meet with parents as necessary or requested.
- Perform lead work responsibilities over Child Care Aides.

#### **Instructor II:**

- Plan, implement and supervise enrichment and recreation-based programs or developmental preschool programs.
- Develop age-appropriate curriculum and activities to stimulate children's cognitive skills, abilities and development.
- Evaluate needs of children, staff and site in order to maintain a safe and healthy environment for children and staff.
- Supervise the activities of children and records observations of children's behavior and activities; monitor behavioral patterns and develops assessment and profiles.
- Schedule parent conferences to discuss children's development and concerns; work with family to devise learning and development strategies as necessary.

- Maintain accurate attendance and enrollment records; maintain appropriate confidential records.
- Supervise and coordinate the work of subordinate childcare staff.
- Monitor and order classroom supplies and materials as needed.

**KNOWLEDGE OF:**

**Instructor I:**

- Stages and phases of Child Development
- Appropriate disciplinary techniques
- Age-Appropriate group curriculum and activities
- Appropriate child guidance methods

**Instructor II:**

- Stages and phases of Child Development
- Age appropriate curriculum development and implementation
- Principles of observation and assessment of young children
- Principles of parent communication and support
- Instruction, supervision and classroom management techniques
- Appropriate disciplinary techniques

**ABILITY TO:**

**Instructor I:**

- Deal effectively with children and act as appropriate adult role model.
- Instruct children in large and small group activities.
- Accept direction from the supervisor.
- Establish and maintain positive working relationships with others. Work well in a team with other instructors and aides.
- Communicate effectively both verbally and in writing.
- Manage time, activities and resources effectively.
- Work as scheduled.

**Instructor II:**

- Plan and implement curriculum based on principles of Child Development.
- Supervise and coordinate staff and children.
- Establish and maintain positive working relationships. Work cooperatively to achieve program goals.
- Interact and communicate effectively, both verbally and in writing, with children, parents, staff, host school and community members.
- Manage time, activities and resources effectively.
- Work as scheduled.

**EDUCATION / EXPERIENCE:**

**Instructor I:**

Completion of six (6) units of Early Childhood Education (ECE) courses and currently working toward the completion of twelve (12) units of ECE courses. Six months working with children. Prefer an AA in recreation, education or related field.

**Instructor II:**

Completion of twelve (12) units of Early Childhood Education (ECE) courses. One year working with children in a group setting. Prefer BA in recreation, education or related field. Prefer Child Care Director qualified.

**SPECIAL REQUIREMENTS:**

- Department of Justice and FBI fingerprint clearance
- Prefer possession of a valid California Driver's License.

**PHYSICAL DEMANDS:**

Must be able to perform physical activities, such as, but not limited to lifting or carrying children or heavy items (up to 40 lbs) unassisted, reaching, bending, standing, or walking. The employee is occasionally required to sit, climb or balance, twist, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FLSA Status: Nonexempt  
Prepared By: Leslie Loomis, HR Director  
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