



## Early Childhood Teacher Series

Class Title	Class Code	Date Established	Date Revised
Early Childhood Master Teacher	1970	03-01-02	03-28-03
Early Childhood Teacher	1971	03-01-02	03-28-03
Early Childhood Associate Teacher	1972	03-01-02	03-28-03
Early Childhood Assistant Teacher	1973	03-01-02	03-28-03

### OVERVIEW:

The Early Childhood Teacher Series is designed for educators and teachers working in a center for early childhood education and/or childcare. Four classifications of teachers are defined in this series, each with varying levels of responsibility for developing, planning and implementing the curriculum and classroom programs for an early childhood education program. Incumbents develop and/or implement a comprehensive curriculum and create a learning environment consistent with best practices and the center's philosophy and goals regarding the intellectual, creative, social, emotional, kinesthetic and physical development of the child. Incumbents in all classifications within this series are involved in direct, hands-on classroom instruction and experiences with the children.

Incumbents in the Master Teacher and Teacher classifications may have special assignments in different areas of a center's programs. Such assignments may include but are not limited to developing and coordinating health and nutrition programs, developing and implementing a music program, developing and implementing an art curriculum, developing a physical education program, developing programs for and integrating special needs students, coordinating community outreach efforts, and teaching environmental awareness.

### EARLY CHILDHOOD MASTER TEACHER

Under general direction, the Master Teacher provides leadership and coordination for a team of teachers, assistants and students in one or more early childhood classrooms. The Master Teacher is responsible for modeling the development, planning and implementation of a curriculum that provides for a broad base of experiences and is consistent with best practices in the field and the philosophy and goals of the center/program. In addition, incumbents oversee the completion of on-going developmental profiles for all children; establish learning and teaching objectives for the children; develop partnerships with parents, including conducting parent-teacher conferences; supervise, mentor and train teachers, assistants, and students in their work with the children; assist in the selection of teachers and assistants to work in the classroom; select teaching materials and supplies to support the curriculum; and plan and participate in program/center events. Incumbents also may assist in the overall operation of the center and act in the Director's behalf in his/her absence, but their primary responsibilities are classroom focused.

## TYPICAL QUALIFICATIONS:

**Educational Background:** A bachelor's degree or higher level of education in child development or early childhood education is preferred. Consistent with the state Child Development Permit Matrix, incumbents who do not possess a degree must have completed at least 24 units in child development or early childhood education, six specialization units, required adult supervision units, and the additional general education requirements. Some centers may require possession of a teaching permit pertinent to the program.

**Knowledge:** Demonstrated knowledge and competence to develop, plan and implement a curriculum for early childhood education is required. Must be knowledgeable in pertinent state and federal regulations relating to the daily operations of an early childhood education center including licensing regulations, education regulations, child abuse reporting requirements, and public health and sanitation codes and requirements.

**Experience:** Consistent with the state Child Development Permit Matrix, incumbents who possess a bachelor's degree or higher must have completed the required units of supervised field experience. Incumbents without a degree must meet the specified days of experience within the last four years. This is equivalent roughly to one to two years of experience, including one year of experience providing teacher/staff supervision.

**Additional Requirements:** Incumbents may be required to pass health screenings and background checks consistent with state requirements for working in centers for early childhood education. In addition, some incumbents may be required to maintain certification in pediatric CPR and standard first aid practices and meet additional state requirements.

## EARLY CHILDHOOD TEACHER

Under general supervision, the Teacher works in collaboration with the Master Teacher and/or program/center directors to plan and implement the curriculum and programs for an early childhood classroom. Incumbents typically plan the daily curriculum and activities; set learning and teaching objectives for the children; maintain and update ongoing developmental profiles on the children; conduct parent/teacher conferences; train associate and assistant teachers and student workers; and plan and participate in center events. Teachers in this classification spend significant time in planning and assessment activities, as well as in direct, hands-on instruction and experiences with the children.

## TYPICAL QUALIFICATIONS:

**Educational Background:** An associate's degree or higher level of education in child development or early childhood education is preferred. Consistent with the state Child Development Permit Matrix, incumbents who do not have a degree must have completed at least 24 units in child development or early childhood education plus additional general education requirements. Some centers may require possession of a teaching permit pertinent to the program or that the incumbent be working towards a teaching permit.

**Knowledge:** Incumbents must demonstrate a solid understanding of how to plan and implement an age appropriate curriculum. Incumbents also must be knowledgeable in pertinent state and federal regulations relating to the daily operations of an early childhood education center including licensing regulations, education regulations, child abuse reporting requirements, and public health and sanitation codes and requirements.

**Experience:** Consistent with the state Child Development Permit Matrix, incumbents who possess an associate's degree or higher must have completed the required units of supervised field experience. Incumbents without a degree must meet the specified days of experience within the last four years. This is roughly equivalent to six to twelve months of experience.

**Additional Requirements:** Incumbents may be required to pass health screenings and background checks

consistent with state requirements for working in centers for early childhood education. In addition, some incumbents may be required to maintain certification in pediatric CPR and standard first aid practices.

### **EARLY CHILDHOOD ASSOCIATE TEACHER**

Under direct supervision, the Associate Teacher assists teachers in implementing the daily curriculum and activities for an early childhood education program. May assist in setting learning objectives and preparing ongoing developmental assessments for the children. Incumbents spend the majority of their time working directly with the children.

#### **TYPICAL QUALIFICATIONS:**

**Education and Knowledge:** Requires a minimum of twelve units in child development or early childhood education.

**Experience:** Consistent with the state Child Development Permit Matrix, incumbents must meet the specified days of experience within the last two years. This is equivalent roughly to two to four months of experience.

**Additional Requirements:** Incumbents may be required to pass health screenings and background checks consistent with state requirements for working in centers for early childhood education. In addition, some incumbents may be required to maintain certification in pediatric CPR and standard first aid practices.

### **EARLY CHILDHOOD ASSISTANT TEACHER**

Under immediate supervision, assists teachers in implementing the daily curriculum and activities for an early childhood education program. Incumbents spend the majority of their time working directly with the children.

#### **TYPICAL QUALIFICATIONS:**

**Education and Knowledge:** Incumbents must have completed or be in the process of completing coursework equivalent to six units in child development early and/or childhood education.

**Experience:** Typically, no direct experience is required, provided the incumbent has completed or is working toward the required coursework.

**Additional Requirements:** Incumbents may be required to pass health screenings and background checks consistent with state requirements for working in centers for early childhood education.