

JOB DESCRIPTION

March 2017

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

RESOURCE TEACHER - EARLY CHILDHOOD EDUCATION

General Purpose:

A Resource Teacher - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Resource Teacher - Early Childhood Education works with family child care providers and center-based teachers with increasing the quality of early learning programs.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Works with family child care providers and center-based directors, teachers and assistant teachers to increase the quality of early learning programs.
- Provides information on screening and assessment.
- Provides parent education and engages families in the program as required.
- Provides coaching and support to improve teacher/family child care provider effectiveness for Quality Rating Improvement Systems.
- Gathers data and completes required reports for a variety of federal, state and local early education programs.
- Provides and coordinates early childhood trainings and workshops for parents and early educators.
- May be assigned to specialized early education programs such as literacy, assessment and family engagement.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree in child development or related field is preferred.

Experience:

- Three years experience teaching children ages birth to five is preferred.
- Two years experience as a Site Supervisor, Center Director or Family Child Care Provider is preferred.
- Experience in a Title 5, Head Start, Family Child Care or school district early education program is desirable.

Knowledge, Skills and Abilities:

- Knowledge of child development and learning, including Developmentally Appropriate Practices.
- Knowledge of early learning environments, curriculum and standards.
- Knowledge of child observation techniques, screening, assessment and documentation.
- Knowledge of child health, safety and nutrition.

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- Knowledge of licensing and regulatory requirements for family child care and center based programs.
- Knowledge of effective teacher-child interactions, positive discipline and guidance.
- Knowledge of effective parent involvement and family engagement.
- Knowledge of culture, diversity and anti-bias curriculum.
- Knowledge of special needs and inclusion.
- Knowledge of coaching and mentoring techniques.
- Knowledge of Environment Rating Scales.
- Knowledge to gather, collate and/or classify data.
- Ability to use a variety of job related equipment.
- Ability to problem solve, analyze issues, create plans of action and reach solutions.
- Ability to train adults to enhance the cognitive, social-emotional and physical development of young children.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain cooperative working relationships.
- Ability to relate to children in a positive, authentic manner.
- Ability to work with adults from varying socio-economic and cultural backgrounds.
- Ability to organize and maintain orderly records.
- Ability to assess early childhood environments and implement improvement plans.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- A Master Teacher Permit issued by the California Commission on Teacher Credentialing (CTC) is required.
- A Site Supervisor Permit or higher issued by the CTC is preferred.
- Must currently have or must obtain Pediatric CPR/First Aid/Health and Safety Training certification within 90 days of employment.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office, school environment, licensed child care center, or in private family child care homes, continuous contact with students, parents, child care providers, teachers, staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.

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- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Based upon education and experience

Reviewed and Approved:

Supervisor: Cathy M. Goin

Date: 3/31/17

Human Resources: [Signature]

Date: 3/30/17