

**City of San Rafael
Job Class Specification**

Job Title: Child Care Instructor I/II

DEFINITION:

Under the supervision of the Child Care Center Director, positions in this class are assigned to pre-school or elementary childcare programs. Child Care Instructor II's, in the absence of the Child Care Director may assume those duties.

DISTINGUISHING CHARACTERISTICS:

Instructor II:

This class is distinguished from Child Care Instructor I positions by the primary responsibility for planning, scheduling and organizing curriculum and other activities for Child Care participants.

Instructor I:

The primary function of positions in this class is the day-to-day work with the children in the childcare program and carry out day-to-day activities. Responsible for assisting in planning and scheduling activities.

SUPERVISION EXERCISED:

Instructor II:

No supervisory responsibility

Instructor I:

No supervisory responsibility.

ESSENTIAL AND IMPORTANT DUTIES:

Instructor II:

Plans and schedules instructional and recreational programs.
Implements age-appropriate activities and events.
Supervises and coordinates the work of lower level childcare workers.
Supervises the activities of children.
Meets with parents.
Monitors classroom supplies.

Instructor I

Assist in Child Care program planning activities.
Assist in implementing program activities and events.
Develop specific program activities.
Perform lead work responsibilities over Child Care Aides.

OTHER JOB RELATED DUTIES:

Instructor II:

Meet with parents as necessary.

Instructor I:

Meet with parents, if necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Education/Experience:

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.

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.

Knowledge of:

Instructor II:

Stages and phases of child development.
Age appropriate curriculum and activities.
Classroom management techniques.
Appropriate disciplinary techniques.

Instructor I:

States and phases of child development.
Appropriate disciplinary techniques.
Appropriate age group curriculum.

Skill in:

Instructor II:

Supervisory skills,
Oral and written communication,
Time management skills.

Instructor I:

Oral and written communication,
Time management.

Ability to:

Instructor II:

Plan and organize programs.
Instruct children in large and small groups.
Establish and maintain working relationships with others.
Work as scheduled.

Instructor I:

Deal effectively with children.
Accept direction from the supervisor.
Establish and maintain working relationships with others.
Work as scheduled.

SPECIAL REQUIREMENTS:

Prefer possession of a valid California Driver's License.

Prepared: MAY 1996