

City of San José
CLASS SPECIFICATION

Title: Early Childhood Education Instructor (PT) (6135)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks and Recreation	Early Education Specialist	Non-Exempt

CLASS SUMMARY

Under general supervision, performs work of moderate difficulty conducting and in support of the City's recreation preschool and early education programs. Plans and supervises recreation preschool and early education activities, performs general and clerical support for early education functions; and related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Early Childhood Education class series. It differs from the next level of Early Childhood Education Specialist in that the Early Childhood Education Instructor is responsible for the hands-on, day-to-day activities related to recreation preschool and early education programs, while the Early Education Specialist has greater program management and supervision responsibilities for recreation preschool and early education programs.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Possession of an Associate's degree or two years of college (60 semester units/90 quarter units), which includes at least twelve (12) semester units in early childhood education, child development, or related coursework and at least six (6) months experience assisting with early childhood education activities.

Acceptable Substitution:

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid California driver's license.
- A valid First Aid certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within six (6) months of hire.
- A valid CPR certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within six (6) months of hire.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, citywide and departmental procedures/policies and federal and state rules and regulations.
- Coaching - Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee’s capabilities.
- Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally, and in writing; demonstrates effective use of listening skills and displays openness to other people’s ideas and thoughts.
- Computer Skills - Experienced with common business computer applications, including but not limited to MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Multi-tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Planning – Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Experience working with and leading instructional activities for children, 5 years and younger.
- Experience utilizing and implementing developmentally and age-appropriate best practices in early childhood to provide high-quality early learning and recreation programs that create and foster a supportive, safe, creative, warm and caring learning environment.
- Ability to recognize and appropriately respond to a variety of conditions affecting participant safety.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Plans, prepares, coordinates and leads developmentally and age-appropriate high-quality recreation preschool and early learning programs and	Daily/Several Times

	activities. Provides a supportive, warm, creative, and educational individual and small group activities, such as reading, games, and crafts.	
2.	Role models, guides, promotes, and reinforces developmentally and age-appropriate standards of behavior; supervises children participating in early education activities; addresses challenging behavior and resolves conflicts between children; follows established recognition and discipline procedures.	Daily/Several Times
3.	Leads, completes and maintains accurate and timely documentation and tracking of on-going assessments, screenings, and related activities.	Daily
4.	Identifies and plans program, classroom, and instructional needs (i.e., materials, equipment, furniture, cleaning, etc. Works closely with supervisor and team to address identified needs, in a timely manner.	Daily
5.	Oversees snack and meal periods; assists students in ways that encourage their active participation, learning and developing independence.	Daily
6.	Oversees and leads instructional staff and children with daily routines and activities such educational lessons, arts and crafts, story time, etc. that encourage children's active participation, learning, and developing independence.	Daily
7.	Provides effective customer service to the public; provides information regarding services; answers questions regarding the program.	Daily
8.	Performs basic office support duties such as making copies, filing, and using computer applications; prepares instructional materials and securing supplies.	Daily
9.	Participates in the development and design of developmentally and age-appropriate educational curriculum. Plans, develops, and leads activities that guides, supports, and motives children's learning, development, and curiosity.	As Required
10.	Coordinates with supervisor to refer students and/or families to community resources; and coordinates in-classroom support for students with suspected or diagnosed disabilities.	As Required
11.	Reports suspected cases of child abuse in accordance with state-mandated reporting and city policy.	As Required
12.	Performs first aid and CPR and related reporting in accordance with department and city policies and procedures.	As Required
13.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within indoor and outdoor work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements.
- Lift, carry, push, and pull materials and objects weighing on average 25 pounds, or heavier weights, in all cases with the use of proper equipment.

- Work in classroom and office which may include unpredictable working conditions including but not limited to exposure to moderate to loud noise levels.
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet; read printed materials and from computer screens.
- Communicate in person, over the telephone and in writing.
- Maintain professional demeanor during interactions with staff, students, parents, and the public.

CLASSIFICATION HISTORY *Created 06/22, s001*