



City of Pacifica

CHILD CARE TEACHER (FULL-TIME)

DEFINITION

Under general supervision provides recreational and educational instruction and activities, social development, guidance and care for preschool and elementary age children by leading and assisting in the selection and coordination of a variety of activities and curriculum at a child care site.

This position is 8 hours per day and may require working at 2 sites to fulfill this time.

DISTINGUISHING CHARACTERISTICS

Child Care Teacher is responsible for implementing curriculum and supervising the children in the classroom. Child Care Teacher is distinguished from Child Care Lead Teacher in that the latter is provides supervision and guidance to the Child Care Teachers.

SUPERVISION RECEIVED AND EXERCISED:

Direct supervision is provided by the Child Care Site Coordinator and Site Child Care Lead Teachers.

ESSENTIAL FUNCTIONS – INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Supervise children from age 2.5 to 14 years.
- Assist in the development of a diversified program of recreational games, sports, arts, crafts and other activities for elementary school children.
- Assist in the development of a diversified preschool curriculum of music, science, math, dramatic play, social studies, literature and recreational activities.
- Plan and lead a variety of activities appropriate to children of various age groups.
- Participate in and evaluate the effectiveness of activities and events.
- Instruct children in the safe and proper use of supplies and equipment.
- Instruct children in proper health and hygiene care.
- Assist Child Care Lead Teacher with managing children's portfolios and monitoring student progress by using Desired Results Developmental Profile (DRDP) and designated online educational platforms, such as Learning Genie.
- Assist Child Care Site Coordinator in preparing yearly State of California Desired Results reports.
- Assist in curriculum planning and project preparations.
- Participate in monthly staff meetings and in-person professional development trainings.
- Clean and disinfect high-touch surfaces and furniture/toys daily.
- Change diapers/pull-ups as needed.
- Participate in cleaning and maintaining the facility and equipment.
- Inspect the site and equipment for potential safety hazards.
- Take corrective action to prevent injuries.

- Assist in monitoring site supplies.
- Assist in recording numbers for attendance and nutrition reports.
- Drive/Transport children using City of Pacifica City vans.
- Attend meetings called by the Site Supervisor.
- Attend and participate in required in-service training activities.

QUALIFICATIONS:

Knowledge of:

- Basic computer software, such as Microsoft Word, Excel, and PowerPoint, and educational applications.
- Developmental stages of school-age and preschool children
- Classroom teaching and management practices and techniques including age-appropriate curriculum and activities.
- Basic first aid, health/hygiene, and safety practices
- Customer service and public relations techniques
- Various curriculum games, sports, arts, crafts, and other activities appropriate to elementary school-age and preschool children.

Skills/Ability to:

- Conduct, plan and participate in a variety of activities for preschool and elementary school-age children.
- Maintain effective group control.
- Communicate effectively both orally and in writing.
- Utilize basic computer software, such as Microsoft Word, Excel, and PowerPoint and educational applications.
- Maintain patience while working with children.
- Establish and maintain cooperative relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience:

One year experience in a group setting with preschool or elementary school-age children.
Two or more years' experience working at an early childhood or school-aged program is desired.
Experience working with both preschool and school-aged children is desired.
Experience working at a Title 5 program is desired.
Bilingual skills are highly desirable.

Training:

Equivalent to high school graduation plus 12 units of the core child development classes, 24 units desired.
AA or higher in Early Childhood Education with a 3-unit supervised field experience class is desired.

Certification:

Full-time Teachers must have a current Associate Teacher permit from the State of California upon hire date. They must obtain a teacher permit from the State of California within one year of hire date.
Having a teacher or higher Child Development permit at the time of hire is highly desirable.

Associate Teacher Permit Requirements

Experience:

Fifty (50) days of experience supervising children as defined as three (3) hours or more per day within the past two (2) years. This experience must be in a group setting working with children

aged 2 ½ - 14.

Education:

All 12 units of the core child development classes.

Teacher Permit Requirements (to be completed within one year of hire date.)

OPTION #1:

Experience:

One hundred seventy-five (175) days experience supervising children as defined as three (3) hours or more per day in the past four (4) years. This experience must be in a group setting working with children aged 2 ½ - 14.

Education:

24 units in Child Development including all 12 units of the core child development classes, and 16 general education units.

OPTION #2

Experience:

One Hundred Seventy-Five (175) day's experience supervising children as defined as three (3) hours or more per day in the past four (4) years. This experience must be in a group setting working with children aged 2 ½ - 14.

Education:

AA or higher in Early Childhood Education with a 3-unit supervised field experience class.

All State of California Child Development Permits must be renewed and maintained. All Childcare employees must pass the Department of Justice Fingerprinting scan in order to work for the City of Pacifica.

Red Cross Infant/Child CPR and Red Cross First Aid certifications must be completed within six months of employment.

Licenses:

Ability to attain a Class C driver's license.

ADDITIONAL INFORMATION:

Physical Skills

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, stoop or kneel. Use hands to finger, handle, or feel; reach with hands or arms; talk and hear.

Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and depth perception.

The employee must regularly lift, move, and/or carry up to 10 pounds, and occasionally lift, move and/or carry up to 30 pounds.

Working environment

While performing the duties of this job, the employee is regularly exposed to video display; works indoors and outdoors and is frequently exposed to outdoor weather conditions.

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| Job Title: | Child Care Teacher |
| Reports To: | |
| Job Type: | Full-time (40 hours per week / 2080 hours per year) |
| FLSA Status: | Non-Exempt |
| Bargaining Unit: | Teamsters Misc Local 856 (Misc 856) |

Adopted: 05/27/2025
