

The Child Development Center at MiraCosta College
EARLY CHILDHOOD EDUCATION (ECE) APPRENTICE

BASIC FUNCTION:

Under the direction of an Early Childhood Education (ECE) Instructional Specialist, assist in planning, implementing, and evaluating a daily curriculum of developmentally appropriate activities for young children; assist in supervising the children at all times ensuring their safety and well-being; assist in providing student teacher mentoring and serving as a model teacher for child development students.

REPRESENTATIVE DUTIES:

1. Assist in the design and organization of learning environments and a daily schedule of developmentally appropriate activities for young children that include attention to cognitive development, creative expression, physical-motor development, social/emotional development, and multicultural experiences.
2. Assist in the supervision of small and large groups of children in a variety of developmentally appropriate activities both in the classroom and outdoor environment, being aware of safety factors and appropriate adult-child ratio.
3. Assist in the observation and documentation as well as the written assessment and evaluation of children's growth and development.
4. Prepare classroom materials; assist in ordering instructional supplies and equipment, and in taking classroom inventory; repair and stock materials as needed.
5. Assist children with hygiene procedures as necessary; observe and evaluate the health needs of children and advise supervising teacher.
6. Assist in the planning and provision of nutritionally balanced snacks; maintain all adult and child work areas in a safe, sanitary and orderly condition.
7. Operate a variety of equipment as necessary such as computers, projectors, record/CD players, tape recorders, laminating machines and kitchen appliances.
8. Attend staff and planning meetings and workshops; plan for own career growth and ongoing professional development.
9. Perform classroom duties and job-related tasks as assigned.

KNOWLEDGE OF:

- Principles and practices of child growth and development
- Current concepts and practices used in inclusive early childhood care and education
- Developmentally appropriate and culturally-sensitive early childhood curriculum
- Health, safety, and nutrition requirements and procedures for young children
- Methods of observing, recording, and evaluating child behavior
- Oral and written communications skills, including uses of technology
- Interpersonal skills including empathy, tact, patience and respect

ABILITY TO:

- Develop and maintain effective relationships with children, 0-5 years of age
- Implement developmentally appropriate learning activities with young children
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Lift equipment and children weighing up to 50 pounds
- Meet schedules and time lines
- Maintain records and prepare reports
- Work confidentially and with discretion
- Communicate effectively both orally and in writing
- Perform routine classroom tasks and operate related classroom equipment

EDUCATION AND EXPERIENCE:

Minimum: A combination of education and experience that indicate *eligibility* for the *Assistant Teacher* level on the Child Development Permit Matrix.

Option I eligibility includes six (6) units Child Development/Early Childhood Education

Preferred: A combination of education and experience that indicate *eligibility* for the *Associate Teacher* level on the Child Development Permit Matrix. **Completion of CHLD 270: Preschool Teacher Internship** or an equivalent supervised field experience in early childhood education.

Option I eligibility includes twelve (12) units Child Development/Early Childhood Education (in order to *obtain* the permit, a minimum of one year work experience with young children is required).

Desired: A combination of education and experience that indicate *eligibility* for the *Teacher* level on the Child Development Permit Matrix.

Option I eligibility includes twenty-four (24) units Child Development/Early Childhood Education, and sixteen (16) units of General Education (in order to *obtain* the permit, a minimum of one year work experience with young children is required).

LICENSES AND OTHER REQUIREMENTS: CPR/First Aid Certificates

WORK DIRECTION, RESPONSIBILITIES, CONTACTS: Work under direction of ECE Instructional Specialist; assist in supervision of young children enrolled in campus child development program. Contact with program children and families, student teachers, student workers, service learning students, and child development program students; liaison across program classrooms with teaching staff.

PHYSICAL & EMOTIONAL EFFORT:

Includes standing, lifting, bending, moving equipment and furniture (child-size). Strong interpersonal communication skills; negotiation and conflict resolution skills.

WORKING CONDITIONS:

Participation in the instructional environment for young children and student teachers; subject to lifting, carrying and pushing as well as potential exposure to childhood communicable diseases.