



The Child Development Center at MiraCosta College
EARLY CHILDHOOD EDUCATION (ECE) INSTRUCTIONAL
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; while establishing the needed skills to be a model teacher.

REPRESENTATIVE DUTIES ALL APPRENTICES:

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; 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, laminating machines and kitchen/laundry appliances.
8. Attend staff and planning meetings, trainings and workshops; plan for own career growth and ongoing professional development and documenting progress.
9. Perform classroom duties and job-related tasks as assigned.

In addition to the above duties:

REPRESENTATIVE DUTIES APPRENTICE II LEVEL:

1. Assist in collecting evidence and documentation of children's development progress for the Desired Results assessment tool.
2. Plan and implement curriculum activities in collaboration with lead teacher.
3. Assist Apprentices I level staff with learning daily routines, health/safety procedures and effective supervision of children.

REPRESENTATIVE DUTIES APPRENTICE III LEVEL:

1. Complete DRDP assessment tool with approval by lead teacher.
2. Support Apprentice I and II staff in their use of developmental practices and role model these skills and techniques.

3. Take leadership role in the classroom along with the lead teacher.
4. Model best practices when implementing activities such as group time and small group investigations.
5. Have an active role in the planning and implementation of classroom activities.

KNOWLEDGE OF ALL APPRENTICES:

- 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 ALL APPRENTICES:

- 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 timelines
- 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: *MUST CURRENTLY BE ENROLLED IN 12 COLLEGE UNITS EACH SEMESTER OF APPOINTMENT UNTIL 24 UNITS ARE REACHED, THEN CONTINUED ENROLLMENT UNTIL CERTIFICATE, DEGREE OR TRANSFER IS OBTAINED*

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 a minimum of six (6) units Child Development/Early Childhood Education AND continued enrollment in child development courses

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

Option II 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 III 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 *PREFERRED* AND OTHER REQUIREMENTS: CPR/First Aid Certificates, TB test, Measles, Tdap and flu (can opt out).

WORK DIRECTION, RESPONSIBILITIES, CONTACTS: Work under direction of ECE Instructional Specialist; assist in supervision of young children enrolled in campus lab 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; subject to lifting, carrying and pushing as well as potential exposure to childhood communicable diseases

3/5/19