

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Human Resources Division**

Class Description  
**TEACHER, EARLY CHILDHOOD EDUCATION**

**Job Purpose**

Instructs and supervises preschool children in developmental activities

**Responsible to**

Receives direction from the school-site administrator who is responsible for the early education center or elementary school site to which assigned; may receive technical direction from the Early Childhood Education Division, Human Resources central office administrator, or a designated representative

**Functions**

Essential Functions

1. Instructs and supervises preschool children in developmental activities
2. Plans, as a member of the early childhood education instructional team, learning opportunities which are appropriate to the developmental levels of children and which meet individual needs; leads the team in evaluating the progress of students
3. Prepares lessons and keeps appropriate assessment and conference records for all students supervised; confers with health and social services personnel as appropriate
4. Provides experiences to promote the physical, cognitive, social-emotional, language and literacy, English language development, and mathematics growth of students
5. Maintains a developmentally appropriate learning environment in all classrooms and outdoor areas
6. Supervises the health and safety of children
7. Attends to the developmental needs of students, including instructional activities for supporting and reinforcing toileting and toilet training, coordinating staff for diapering to support student development and hygiene, and diapering should the need arise.
8. Practices universal precautions including the use of gloves, masks, and/or protective eyewear
9. Provides instructional experiences during mealtimes and encourages students to eat prescribed portions
10. Organizes and maintains material and equipment appropriate to the needs and interests of the students; assists in selecting material and equipment for the program
11. Plans and provides direction to the early education center aides or teacher assistants assigned to the classroom
12. Participates in professional staff development activities; participates in and conducts parent education and parent involvement activities
13. Treats students with dignity and respect; manages student behavior and adheres to children's personal rights

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials or permit held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and which are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

## **Qualifications**

### **Education and Experience**

1. An associate of arts degree conferred by a regionally-accredited college or university, including:
  - a. Twenty-four semester units of course work in early childhood education/child development with at least one three-semester course in each of the following core areas:
    1. child/human growth and development, including three semester units of Child Development: Infant and Toddler, or having met course requirements prior to 2010,
    2. child, family and community, or child and family relations,
    3. programs/curriculum; and
  - b. Sixteen diversified semester units in general education with at least one course in each of the following areas:
    1. humanities and/or fine arts,
    2. social sciences,
    3. math and/or science,
    4. English composition/language arts.
2. At least 175 days of experience in an instructional capacity in a licensed child care and development program, working at least three hours per day within the last four years.

### **Credentials**

One of the following California credentials or permits must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. Valid California Child Development Teacher Permit or higher
2. Valid California PK-3 Early Childhood Education (ECE) Specialist Instructional Credential
3. Valid California Multiple Subject Teaching Credential plus 12 semester units in early childhood education and/or child development **OR** two years of successful experience in early childhood education or a child care and development program

*NOTE: For holders of a multiple subjects credential or a credential authorizing the teaching of home economics, twelve semester units of early childhood education/child development coursework are required and three semester units of supervised field experience in an early childhood setting.*

### **Knowledge, Skills, Abilities, and Personal Characteristics**

1. Thorough understanding of child development and the philosophy and methodology of early childhood and elementary education as well as changes taking place in the field
2. Awareness of safety conditions affecting students
3. Awareness of symptoms of childhood diseases
4. Knowledge of nutrition for young children
5. Ability to plan, organize, and direct a rigorous developmental and instructional program by using a wide variety of teaching methods and strategies to meet the individual needs and developmental levels of students
6. Ability to effectively communicate in oral and written form
7. Ability to properly use and manage all materials, supplies and equipment utilized in teaching
8. Ability to work effectively as a member of an early childhood education team with students, parents, staff members and the community at large in providing a rigorous instructional suitable educational program
9. Understanding of the physical, social, emotional, and cognitive growth patterns of young children
10. Appropriate appearance and cleanliness
11. Appropriate manner including poise, tact, good judgment and commitment to the development and education of students
12. Ability to use technology for assessments, reports, attendance, and other duties as assigned

### Health

1. Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406
2. One time documentation of immunization against pertussis and measles
3. Yearly documentation of influenza vaccination between August 1st and December 1st of that year **OR** the Influenza Vaccine Declination Notice

### Special Requirements

1. A current, valid certificate from the Red Cross or other training program which has been approved by the California Medical Services Authority for 15 hours of child care health and safety training including pediatric first aid, pediatric cardio pulmonary resuscitation (CPR), automated external defibrillator (AED), and preventive health practices
2. Annual Bloodborne Pathogen training (new employees must complete prior to employment)
3. Annual Child Abuse Awareness Training (certification required)

### NOTE: DAY-TO-DAY SUBSTITUTE TEACHERS

Day-to-day substitutes who serve in place of employees in the class of Teacher, Early Childhood Education (7043) are assigned to the class Teacher, Early Childhood Education Day-to-Day Substitute (7046). One of the following California credentials or permits must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. An associate of arts degree conferred by a regionally-accredited college or university with
  - a. Child Development Associate Teacher Permit or higher
  - b. Three semester units of Child Development: Infant and Toddler, or having met course requirements prior to 2010,
2. At least 60 semester units of course work from a regionally-accredited college or university, including:
  - a. three semester units of English: College Reading and Composition
  - b. three semester units of Child Development: Infant and Toddler, or having met course requirements prior to 2010,
  - c. Child Development Associate Teacher Permit or higher

Employees assigned to the class Teacher, Early Childhood Education, Day-to-Day Substitute (7046) must have a valid California credential or permit, other than an Emergency Multiple Subject, Single Subject, or 30-Day Substitute Teaching Permit, authorizing service in the area and at the level of this class description in force and on file in the Office of the Los Angeles County Superintendent of Schools.

*NOTE: This is a Development Center (V)/Early Education Center (C) Salary Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JRT