UNIVERSITY OF SOUTHERN CALIFORNIA
Child Care Teacher II
Job Code: 159015

Grade: E
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Teaches a group of young children in a preschool, day care center or other child development facility. Designs activities to promote social, physical and intellectual growth in preparation for primary school. Assists a head teacher with program administrative duties to include curriculum planning, licensing, documentation and recordkeeping, and training and guidance to assigned child care teachers and assistant teachers.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Plans lessons and learning opportunities appropriate to the developmental level and individual needs of each child.

______ Teaches children according to approved instructional programs at a rate and level commensurate with expected progress of each child.

______ Evaluates children, maintaining anecdotal and developmental records for each assigned child. Meets with parents to discuss child's progress and to provide counsel or advice as appropriate.

______ Maintains a suitable learning environment. Encourages critical thinking through use of stimulating questions and ideas. Uses a variety of methods and materials.

______ Assists a head teacher in coordinating a comprehensive program for a targeted group of children integrating all required components including basic care, education, social service, nutrition and parent involvement and education. Keeps appropriate records and confers with health and social service personnel as required.

______ Provides training and guidance to other child care teachers and assistant teachers.

______ Participates in staff development activities, parent education and parent involvement activities.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
☐ Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
  Bachelor's Degree

Minimum Experience:
  3 Years

Minimum Field of Expertise:
  Highly skilled teacher typically with a minimum of 3 years of experience as a Child Care
  Teacher I (or comparable position)

Skills:  Other:
  Analysis
  Assessment/evaluation
  Communication -- written and oral skills
  Conceptualization and design
  Counseling
  Curriculum development
  Interpretation of policies/analyses/trends/etc.
  Interviewing
  Knowledge of applicable laws/policies/principles/etc.
  Lead/Guidance Skills
  Organization
  Planning
  Problem identification and resolution
  Research
  Scheduling
  Teaching/Training

Supervises:  Level:
  Leads one or more employees performing similar work

Comments:
  Responsible for the ability to lift a child, bend and stoop to the level of a child, and be agile
  enough to move quickly and respond to children's actions.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being
performed. They are not intended to be construed as an exhaustive list of all responsibilities,
duties and skills required of personnel so classified.

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