



GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street | Glendale, CA 91206

(818) 241-3111 | www.gusd.net

“Preparing our students for *their* future”

CHILD DEVELOPMENT & CHILD CARE TEACHER (PRESCHOOL & ELEMENTARY)

DESCRIPTION

Under the direction of the Program Supervisor, supervises students and provides a safe and enriching expanded learning/child care program in accordance with the requirements of District approved contracted programs.

ESSENTIAL FUNCTIONS

1. Develops and implements developmentally appropriate curriculum that leads to educational, social, and emotional growth.
2. Conducts formal and informal assessments and uses student assessment data, to plan the learning environment and activities.
3. Communicates with families on a regular basis, including conducting parent conferences when appropriate.
4. Demonstrates effective, positive discipline methods that are respectful of the child and that follow District policy.
5. Ensures supervision of all children at all times and provides for the individual needs of each child (behaviorally, medically, etc.).
6. Ensures a safe and clean environment according to program quality standards and adheres to all safety rules for both staff and students.
7. Provides guidance and direction to education assistants for program quality.
8. Works collaboratively with teachers, education assistants, administrators, non-teaching staff, and parents.
9. Models professional conduct with the community, parents, children, colleagues, and administrators.
10. Maintains appropriate records and documentation.
11. Maintains confidentiality.

QUALIFICATIONS

Education/Credential

Must hold a Child Development Teacher Permit or higher

KNOWLEDGE, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Knowledge of the developmental needs of preschool/elementary school students, including an understanding of appropriate behavior management strategies.
2. Knowledge of and ability to implement an engaging and enriching program for elementary students.
3. Ability to differentiate activities to meet the learning needs of all students.
5. Ability to communicate effectively by providing clear, concise directions using appropriate and professional language.
6. Ability to listen without bias and provide appropriate feedback.
7. Ability to demonstrate proficiency in written and oral English.
8. Knowledge of methods for effective collaboration and the ability to work collaboratively with all educational partners.
9. Ability to work effectively with all racial, ethnic, linguistic, economic, and disability groups.
10. Demonstrate understanding, patience, and approachability toward students, parents, and colleagues.

SUPERVISION

Under the supervision of the Program Supervisor

WORK YEAR

225 days, depending on the contract.

SALARY SCHEDULE

Per the Collective Bargaining Agreement between the Glendale Unified School District and the Glendale Teachers Association, this position aligns with salary schedule G1, verifiable years of prior service, and educational history verified through an official transcript from an accredited university or college.

ADDITIONAL INFORMATION

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

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973): The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment (including sexual harassment), intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, marital or parental status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. A copy of the District's Uniform Complaint Policy is available by calling (818) 241-3111, ext. 1457. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to the following personnel:

Title IX Coordinator – Dr. Kelly King, 223 N. Jackson, (818) 241-3111 ext 1209, titleix@gusd.net

Section 504 Coordinator – Dr. Narineh Khemichian, 223 N. Jackson, (818) 241-3111 ext 1500, nkhemichian@gusd.net

Title II/ADA: Dr. Kelly King, 223 North Jackson, (818) 241-3111 ext 1209, kking@gusd.net