

MONTEREY COUNTY OFFICE OF EDUCATION

**MIGRANT EARLY CHILDHOOD EDUCATION (MECE) TEACHER
MIGRANT EDUCATION**

CLASSIFICATION: Certificated
SALARY: Migrant ECE Teacher Salary Schedule
WORK YEAR: 183 Work Days, 7 hours per day

DEFINITION

Under general supervision of the Site Supervisor, teaches an assigned group of students using developmentally appropriate practices and by creating an environment in which three through five year old children can experiment, make choices, solve problems and share their experiences with others. Participates in and attends parent education and parent involvement activities.

SUPERVISOR

Site Supervisor

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Makes a daily inspection of the entire CDC facility and equipment and takes steps to ensure a clean, safe, and orderly *physical* environment. Prepares and maintains attendance, lunch count, etc., using proper spelling and accurate calculations. *Plans*, attends and *participates in* parent education training as required by the education component performance standards. *In accordance with prescribed time schedules*, regularly assesses the children's functioning levels in the areas of communication, motor, social, emotional, self-help and cognitive skills. Prepares and presents written pre-planned activities and experiences through an integrated approach designed to promote growth in all aspects of the individual child's developmental self. Cares for all aspects of children's personal needs. Participates and assists in family style meal service. Identifies the need for and requests ancillary and/or support services by discussion with supervisor and/or written referral. Prepares the classroom environment for active exploration and interaction by the children with adults, other children, and materials. Initiates and reinforces a set of classroom standards that creates a positive environment for learning. Makes regular home visits, *and plans and participates in parent conferences and parent meetings*. Attends IEP and other meetings *and trainings* as required. Cooperates in a professional and ethical manner with others involved with the program and/or individual children. Carries out authorized emergency and safety procedures and administers first aid. Complies with Monterey County Office of Education Board Policies and Administrative regulations, State of California Health and Welfare Codes including Title 22, CDC Performance Standards, MCOE Migrant Education Program policies and procedures and other applicable state and federal regulations.

OTHER DUTIES

Promotes parent involvement in the child's education and well-being. Provides training and guidance for food service trainees, associate and assistant teachers. Communicates regularly with parents and shares child development knowledge, insights and resources as part of regular communication and conferences with family members. Participates in case management, child studies, and other related activities.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; Manual dexterity sufficient to write, use telephone, operate center equipment, and drive an automobile; Vision sufficient to read printed materials and to see at a distance; Hearing sufficient to conduct in person conversations with adults and children and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; Physical agility to push/pull, squat, twist, turn, bend, stoop, to reach overhead and run; physical mobility sufficient to move rapidly about the work environment on varied surfaces indoors and outdoors, (office, District, from school or home site to site), to drive an automobile, and to respond to emergency situations; physical strength sufficient to lift forty-five (45) pounds; physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time and to stand or walk for prolonged periods of time; Physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- Completion of twenty-four semester units of course work in early childhood education/child development including at least one course in each of the following core areas:
 - Child/human growth and development
 - Child, family and community, or child and family relations;
 - Programs/curriculum
- Completion of 175 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. (Experience may include paid and/or volunteer work.)
- Sixteen diversified semester units in general education (i.e., at least one course in each of the following areas: Humanities and/or Fine Arts, Social Sciences, Math and/or Science, and English/Language Arts.

** Either of the following may be used to partially meet the twenty-four semester units requirements:

1. A two- or three-semester unit supervised field work course, including both the field and course work components, may be used toward the required twenty-four early childhood education/child development semester units, but the same field work course may not be used to meet the experience requirements, OR
2. Successful completion of the Child Development Associate (CDA) Credential, which may be used for nine semester units of credit toward the required twenty-four semester units. (For information about the CDA Credential contact the Council for Early Childhood Professional Recognition at 1-800-424-4310.

OR

- Completion of an Associate of Arts degree or higher in early childhood education or child development or a related field, with a three semester unit supervised field experience in an early childhood education setting.

AND

- Twenty-four semester units of course work in early childhood education/child development, with at least one course in each of the following areas:
 - a) child/human growth and development;
 - b) child, family and community, or child and family relations; and
 - c) programs/curriculum.

Completion of the assessment for the Limited Instructional Permit may be used for nine semester units of credit toward the 24-unit requirement.
- One of the following:
 - a) two experience period (see definition on reverse) as a paid aide or assistant in a child development program; or
 - b) one experience period while holding the Limited Instructional Permit; or
 - c) three experience periods as a volunteer in an **instructional capacity** in a child development program; or
 - d) two- or three-semester unit supervised field course work from an accredited institution plus one experience period in a child development program.
- Sixteen semester units of course work in general education including at least one course in each of the following areas: English, Social Science, Math or Science, and Humanities.

AND

- Hold or be eligible for a Valid Regular Children's Center Instruction Permit or Child Development Teacher Permit.
- Ability to plan, organize and supervise a preschool *classroom*.
- Ability to communicate effectively in the English and Spanish language both orally and in writing.
- Ability to work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Ability to keep accurate records *in a timely manner*.
- Ability to physically carry out activities such as bend and/or stoop to maintain direct eye contact with a preschool child; sit on the floor and/or preschool chairs; lift a preschool child weighing up to forty five (45) pounds.
- Possession of a valid California Driver's License and the availability of an automobile with at least the state minimum insurance coverage required by law.
- Submit proof of completion of 15 hours of training in preventative health practices, including pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid within forty-five days of employment.
- At least 175 days experience with pre-school aged children in a group setting (at least 50 hours of experience must be in an instructional capacity in a child care or development program working at least 3 hours per day in a six month period within the last two years)
- Bilingual, Bi-literate, English/Spanish

DESIRABLE QUALIFICATIONS

- AA/AS or BA degree in early childhood education, child development, or related field with supervised experience in early childhood education
- Certificate in pediatric first aid.
- Experience in developing parent or volunteer training programs.
- Experience with preschool age children with special needs and/or disabilities.
- Experience with evaluating work methods or results.
- 175-350 days experience in an instructional capacity in a child care and development program working at least three hours per day within the last four years.

