

NCO
413 North State St.
Ukiah, CA 95482

JOB DESCRIPTION

- | | |
|---|--------------------------------------|
| I. POSITION TITLE: | Assistant Teacher, Bilingual |
| II. PROGRAM: | Head Start Child Development Program |
| III. REPORTS TO: | Teacher |
| IV. SUPERVISORIAL RESPONSIBILITY: | No |
| V. FLSA / IWC STATUS: | Non Exempt |
| VI. GENERAL DUTIES AND RESPONSIBILITIES: | |
- Assists Teacher in planning and implementing the Head Start curriculum. Responsible for education and care of a group of preschoolers, and communication with their families.

VII. JOB DUTIES AND RESPONSIBILITIES:

1. Work directly with children in daily classroom activities which meet Head Start Performance Standards and follow the designated Head Start curriculum.
 2. Assist the Teacher in assessing and planning the children's individual and group learning, indoor and outdoor play activities, field trips, projects, hygiene and nutrition programs, Ages & Stages Questionnaire, observations and developmental assessments, ILPs, lesson planning, and daily review of the program.
 3. Assist with implementation of children's activities, assist with transitions, facilitate and expand children's activities during indoor and outdoor times, provide individual assistance to children.
 4. Organize the program materials and environment needed for classroom activities.
 5. Assist Teacher to orient and guide parent volunteers in the classroom.
 6. Attend local staff meetings, in-service trainings and conferences.
 7. Fill in for Associate Teacher in his/her absence.
 8. Assist the Teacher in some record keeping and reporting duties of education component.
 9. Clean classroom daily, including sweeping and mopping floors, vacuum rugs, and sanitize bathrooms.
 10. Responsible for generating, collecting and documenting In-Kind.
 11. Work Habits:
 - Is on time and notifies supervisor of changes in work schedule and absences.
 - Able to stay focused on the job
 - Takes pride in creating a good work environment
 - Treats co-workers and clients with respect
 - Represents the agency/program to the community in a positive light
 - Is able to deal with change
 - Dresses appropriately for the job
 12. Other duties as assigned.
- Bilingual:
1. Communicates with families in their native language. Serves as interpreter for those families who do not speak English. Translates written materials from English to the family's native language and, when necessary, from the family's native language to English.

VI. JOB QUALIFICATIONS

- Bilingual:
1. Must be able to speak and write English & designated other language(s) fluently.

Assistant Teacher

1. Must have a minimum of 6 Early Childhood Education core units. [Note: Core units include Child Growth and Development; Child, Family and Community & Early Childhood curriculum classes.]
2. One year early childhood classroom experience desired.
3. Must have a working knowledge of the principles and practices of Early Childhood Education.
4. Must be able to contribute to team development of lesson plans and be able to carry them out in an effective manner.
5. Must be able to take over for Associate Teacher when necessary.
6. Must be able to understand and follow oral and written English instructions, and have good oral and written English communication skills.
7. Must be able to maintain records and prepare reports.
8. Must be able to work effectively with preschoolers, as well as with parents from a variety of socially and culturally diverse backgrounds.
9. Must be flexible and able to meet the changing needs of the program.
10. Must show good judgment, creativity and maturity.
11. Must be at least 18 years of age.
12. Infant and Child CPR, First Aid, and 15 hours of Child Health and Safety training required, or willing to complete within 6 months of being hired.
13. Ability to work flexible hours for weekend or evening activities as needed.
14. For work-related driving, must have valid driver's license, verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver.
15. Must successfully complete pre-employment physical and T.B. Clearance at time of employment and every four years thereafter.
16. Must pass Criminal Background Live Scan at time of employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

PHYSICAL DEMANDS: Position requires the physical ability to frequently change positions in order to move about at children's eye level; to stoop, bend, twist and reach; to lift, carry and handle children and equipment weighing up to 55 pounds; and to provide visual and auditory supervision of children. Able to lift up to 55 lbs using ergonomic safety guidelines; when lifting more than 55 lbs, will ask for assistance or use lifting tools, following ergonomic safety guidelines; and able to work at a computer station using ergonomic safety guidelines. Must be able to drive or travel as a passenger in a car, sometimes for hours, to attend meetings and training sessions.

ENVIRONMENTAL DEMANDS: Must be able to function well in a noisy, busy environment that includes the comings and goings of small children and their parents.

See Hiring Detail on Next Page

Head Start Assistant Teacher- Ukiah

Head Start \$8.93/hour

\$ 8.93/hr, 30-35 hrs/wk, 9 - 10 mo/yr

Paid holidays, vacation & health leave. Eligible for benefits after full 3-month waiting period.

Retirement: 403(b) Plan-immediate eligibility; SEP-IRA upon qualifying.

Interested applicants must complete an NCO employment application. Applicants must be filled out in full to be considered for interview. A resume is desirable but is not a replacement for any part of the application form.

Closes: 6/26/09

**Mail or deliver completed application to NCO, 413 North State Street, Ukiah, California 95482.
FAX: (707) 467-3213.**

NCO is under no obligation to hire from this solicitation.

North Coast Opportunities, Inc. is an Equal Opportunity Employer.
Minority, disabled, and older individuals are encouraged to apply.

**FOR POSITIONS REQUIRING ECE OR CDV UNITS: PLEASE ATTACH TO YOUR APPLICATION
A COPY OF TRANSCRIPTS**

**Also, for Head Start Child Development positions please see Notice regarding Department of Justice
clearance requirements.**