

**North Coast Opportunities, Inc.**  
**413 North State St., Ukiah, CA 95482**

**JOB DESCRIPTION**

- I. POSITION TITLE:** Associate Teacher I, II, Bilingual-HS
- 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. Responsible for the health and safety of children enrolled at the site.
  2. Participates in regular reflective supervision sessions and self assessment to promote ongoing professional development.
  3. Work directly with children in daily classroom activities which meet the Performance Standards for Head Start and State guidelines.
  4. 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, observations and developmental assessments, lesson planning, and daily review of the program.
  5. Assist with implementation of children's activities, including work with small group, assist with circle time, assist with transitions, facilitate and expand children's activities during indoor and outdoor times, provide individual assistance to children.
  6. Organize the program materials and environment needed for classroom activities.
  7. Assist Teacher to orient and guide parent volunteers in the classroom.
  8. Fill in for Teacher in his/her absence.
  9. Provide childcare for parent and PPC activities.
  10. Assist Teacher in record keeping and reporting duties of education component.
  11. Participate in individual conferences and home visits with teacher as requested.
  12. Clean classroom daily at appropriate sites, including sweeping and mopping floors, vacuum rugs, and sanitize bathrooms.
  13. Maintains confidentiality at all times.
  14. Attends meetings, trainings, and conferences as necessary.
  15. Responsible for generating, collecting and documenting In-Kind.
  16. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
  17. Work Habits:
    - Is on time and obtains approval from supervisor for changes in work schedule or 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
  17. 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.
- VIII. JOB QUALIFICATIONS**
- Associate Teacher I**
1. Must have a minimum of 12 Early Childhood Education core units. (Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum)

2. Must hold and maintain current a California Department of Education Child Development Associate Teacher Permit or higher, or hold and maintain current a Child Development Associate (CDA) Credential.

OR

Must be enrolled in and currently attending courses leading to an Associate Teacher Permit or higher or a CDA Credential, to be completed within 2 years.

OR

Must be enrolled in and attending courses leading to an AA or a BA degree in ECE or a related field.

3. Minimum of six months early childhood classroom experience required.

#### **Associate Teacher II**

1. Must have 24 Early Childhood Education units, including 12 core units.
2. Must hold and maintain current a California Department of Education Child Development Associate Teacher Permit or higher, or hold and maintain current a Child Development Associate (CDA) Credential and must complete 15 additional units toward a Teacher Permit within 5 years. Must obtain Teacher Permit within 10 years.

OR

Must be enrolled in and attending courses leading to an AA or a BA degree in ECE or a related field.

3. One year of early childhood classroom experience required.

#### **Bilingual:**

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

#### **Associate Teacher I and II**

1. Must have a working knowledge of the principles and practices of Early Childhood Education.
2. Must be able to contribute to team development of lesson plans and be able to carry them out in an effective manner.
3. Must be able to take over for Teacher when necessary.
4. Must be able to understand and follow oral and written instructions, and have good oral and written communication skills.
5. Must be able to maintain records and prepare reports.
6. Must be able to work effectively with preschool children, as well as with parents from a variety of socially and culturally diverse backgrounds.
7. Must be flexible and able to meet the changing needs of the program.
8. Must show good judgment, creativity and maturity.
9. Must be at least 18 years of age.
10. 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.
11. Ability to work flexible hours for weekend or evening activities as needed.
12. 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.
13. Must successfully complete pre-employment physical and T.B. Clearance prior to employment and every four years thereafter.
14. Must pass Criminal Background Live Scan prior to employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to change position; to sit, stand, walk, climb or balance; to stoop, kneel, crouch or crawl; to bend, twist and reach with hands and arms; to talk and hear. The employee frequently is required to sit; use hands to finger, handle or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 55 pounds

- using ergonomic safety guidelines. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
2. The ability to travel during the day and/or night, sometimes long distance, is required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee may occasionally work near moving mechanical parts, computers and computer printers, telephones and other similar electronic office equipment.
2. The environment is noisy and includes the comings and goings of small children and their families.

Program:	Head Start
Position:	Associate Teacher I-II HS PS - Willits
Rate of Pay:	\$ 12.73 - \$16.03/hour (Depending on Qualifications, Bilingual Preferred)
Hours:	40 hours per week, 9 months/year
Benefits:	Paid holidays, vacation and sick leave. Employee Assistance Program (all members of household are covered). Discounted membership in Reach is available with payroll deduction. Medical, Dental Vision & life <b>insurance coverages</b> available within 60 days of hire (Must work 30 hrs/wk or more for <b>insurance coverages</b> ). Eligible to participate in 401(k) retirement plan within 90 days of hire, and for matching program upon qualifying.
To Apply:	Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a> , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.  <b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b>
Application Closing Date:	Closes: 9/25/17
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	