

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

JOB DESCRIPTION

POSITION:	Associate Teacher I-II, HS I/T
PROGRAM/DEPT.:	Head Start Child Development Program
REPORTS TO:	Lead Teacher
ISUPERVISORIAL RESPONSIBILITY:	No
FLSA/IWC STATUS:	Non-exempt
WC CODE:	9059

I. GENERAL DUTIES AND RESPONSIBILITIES

Assists Teacher in planning and implementing the Head Start I/T curriculum. Responsible for education and care of a primary group of infants and toddlers, and communication with their families.

II. JOB DUTIES AND RESPONSIBILITIES

1. Responsible for the health and safety of infants and toddlers enrolled at the site while under our care.
2. Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development.
3. Completes on-going assessments (DRDP) for each assigned primary child three times per year.
4. Contributes to team development of lesson plans; organizes program materials and environment to support planned classroom activities; fills in for Lead Teacher in his/her absence.
5. Plans and implements individualized curriculum for assigned primary infants and toddlers according to Head Start Performance Standards, Head Start designated curriculum, and State guidelines. Develops and posts domain plan.
6. Conducts two home visits and two conferences annually with the parent(s) or guardians of each assigned child.
7. Serves as primary caregiver in implementing routines with assigned infants and toddlers.
8. Administers a developmental screening tool to each assigned child within 45 days of enrollment; and, regularly performs ongoing assessment of the child's development throughout the school year.
9. Using results of the initial screening assessments develops an individualized curriculum for assigned primary children and conducts conferences with parent(s) or guardian(s) within 90 days of enrollment; conducts quarterly updates.
10. Responsible for recognizing signs of early disabling conditions (exceptional needs); follows HSCDP special education procedures implementing as needed special goals and objectives for each child under the supervision of the Education, Disabilities, Mental Health staff in conjunction with Head Start staff.
11. Works with parent(s) or guardian(s) individually in homes and through parent meetings to involve them in the education of their child(ren); orients them to the Head Start I/T Program; and assists in the completion of necessary Head Start I/T Education and Disabilities forms.
12. Communicates with parent(s) or guardian(s) regarding Center activities and child growth development information through daily written reports of child's day, parent bulletin boards and/or educational handouts.
13. Keeps required records, documents services and follow-up, and ensures compliance with Head Start Performance Standards in education and special education service areas.
14. Meets regularly with Site Supervisor and other HSCDP staff or service providers as appropriate for case management of assigned primary children.
14. Works with families and preschool staff to facilitate a smooth transition into and out of HS I/T.
15. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
16. Participates in the daily cleaning of the classroom including for example, sweeping and mopping floors, vacuuming rugs and sanitizing bathrooms.
17. Provides childcare during parent meetings and activities.
18. Maintains confidentiality at all times.

19. Attends staff meetings, in-service trainings, and conferences as necessary.
20. Responsible for generating, collecting and documenting In-Kind.
21. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
23. Work Habits:
 - Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
 - Is able to stay focused on the job.
 - Takes pride in creating a positive, efficient work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Is able to positively adapt to change.
 - Dresses appropriately for the job.
24. Other duties as assigned.

III. JOB QUALIFICATIONS

Associate Teacher I

1. Must have completed a minimum of 15 Early Childhood Education/Child Development (ECE/CDV) units, including 12 core and 6* Infant/Toddler (I/T) 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.
3. A minimum of six months early childhood classroom experience required. I/T classroom experience preferred.

Associate Teacher II

1. Must have completed 24 ECE/CDV units, including 12 core and 6* I/T 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.
3. A minimum of six months early childhood classroom experience required. Infant/Toddler classroom experience preferred.

*Up to 3 of the required IT units may be deferred for no more than 24 months from the date of hire when employee signs a training plan agreement that includes completion of the missing units.

Associate Teacher I and II

1. Must have a working knowledge of the principles and practices of Early Childhood Education.
2. Prior experience and a demonstrated ability to motivate, engage with, and work effectively and professionally with parents and other adults as well as with children from a variety of socio-economic backgrounds is required.
3. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.
4. Knowledge of the Head Start Program preferred.
5. Must demonstrate the ability to work effectively as part of a team but also have the ability to work independently.
6. Must be proficient in use of computers and a variety of software programs, including web-based platforms; must at a minimum be familiar with the use of word processing, email and spreadsheet programs.
7. Must be able to take over for Lead Teacher in the classroom when necessary.
8. Must be able to accurately and legibly maintain records and prepare reports either by hand, or by using a computer and related software programs.
9. Must be flexible and able to meet the changing needs of the program.
10. Must be at least 18 years of age.
11. Must have a minimum of 15 hours of Child Health and Safety training and maintain a current Infant and Child CPR First Aid certification or complete these requirements within 3 months of being hired.
12. Ability to work flexible hours in order to work on occasional weekends and evenings for scheduled parent activities is necessary.

13. For work-related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
14. Pre-employment and periodic health screenings and T.B. tests are required, the results of which must be within acceptable ranges to attain and maintain employment.
15. Must comply with regulatory immunization requirements.
16. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to fingers, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is an occasional aspect of this job.
8. The employee will regularly use computers, printers, telephones and other similar electronic office equipment.
9. The employee may occasionally use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.
10. The environment at the assigned sites can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Program:	Early Head Start
Position:	Associate Teacher HS IT I-II
Rate of Pay:	\$ 14.41 - \$ 17.68 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan within 90 days of hire, and for employer contribution & matching program upon qualifying.</p>
To Apply:	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Application Closing Date:	Open until filled
Submitting an Application:	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org</p>
<p>NCO is under no obligation to hire from this solicitation.</p> <hr/> <p>North Coast Opportunities, Inc. is an Equal Opportunity Employer.</p> <hr/> <p>For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.</p>	