

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

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>Associate Teacher I-II HS I/T (Floater)</b>
<b>PROGRAM/DEPT.:</b>	<b>Head Start Child Development Program</b>
<b>REPORTS TO:</b>	<b>Lead Teacher</b>
<b>SUPERVISORIAL RESPONSIBILITY:</b>	<b>No</b>
<b>FLSA/IWC STATUS:</b>	<b>Non-exempt</b>
<b>WC CODE:</b>	<b>9059</b>

**I. GENERAL DUTIES AND RESPONSIBILITIES**

Assists with the planning and implementation of Head Start Infant Toddler (I/T) curriculum. Is generally responsible for the care and supervision of assigned infants and toddlers.

**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. Assumes the responsibilities of a non-floating Associate Teacher when needed.
3. Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development. \*\*
4. Contributes to team development of lesson plans; organizes program materials and environment to support planned classroom activities.
5. Assists in the planning and implementation of individualized curriculum for infants and toddlers according to Head Start Performance Standards, Head Start designated curriculum, and State guidelines.
6. 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.
7. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
8. Participates in the daily cleaning of the classroom including for example sweeping and mopping floors, vacuuming rugs and sanitizing bathrooms.
9. Provides child care during parent meetings and activities.
10. Maintains confidentiality at all times.
11. Attends staff meetings, in-service trainings, and conferences as necessary.
12. Responsible for generating, collecting and documenting In-Kind. \*\*
13. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
14. 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.
15. Other duties as assigned.

\*\* Does not apply to Substitutes.

**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 of early childhood classroom experience is required; I/T classroom experience preferred.

#### Associate Teacher II

1. Must have successfully 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 of early childhood classroom experience is required; I/T classroom experience preferred.

\* Up to 3 of the required I/T 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. Must possess be able to demonstrate an 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.
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 able to take over for Lead Teacher in the classroom when necessary.
7. Must be able to accurately and legibly maintain records and prepare reports either by hand, or by using a computer and related software programs.
8. Must be flexible and able to meet the changing needs of the program.
9. Must be at least 18 years of age.
10. 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.
11. Ability to work flexible hours in order to work on occasional weekends and evenings for scheduled parent activities is necessary.
12. 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 print out: and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
13. Pre-employment and periodic health screenings and TB tests are required, the results of which must be within acceptable ranges to attain and maintain employment.
14. Must comply with regulatory immunization requirements.
15. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility.
16. Bilingual (Spanish-English) preferred.

#### **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 finger, 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 regularly use 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:	Head Start
Position:	Associate Teacher Floater HS IT I-II
Rate of Pay:	\$ 13.06- \$ 16.45 per hour (Depending on Qualifications)
Hours:	30 hours per week, 12 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision &amp; life insurance coverages available within 60 days of hire (<b>Must work 30 hrs/wk or more</b>).</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 &amp; 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 <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.</p> <p><b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b></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: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a></p>
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.	