

Open Position

Program:	Early Head Start - Willits
Position:	Lead Teacher I-II, EHS (Bilingual Preferred)
Rate of Pay:	\$ 19.49 - \$ 22.51 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 immediately, 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>
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.	

See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
Equal Opportunity Employer

We invest in people through community action.

JOB DESCRIPTION

POSITION:	LEAD TEACHER I-II, EARLY HEAD START
PROGRAM:	HEAD START CHILD DEVELOPMENT PROGRAM
REPORTS TO:	SITE SUPERVISOR
SUPERVISORY RESPONSIBILITY:	YES
FLSA / IWC STATUS:	NON-EXEMPT
WC CODE:	9059

I. GENERAL DUTIES AND RESPONSIBILITIES

Under general supervision and direction of the Site Supervisor, is responsible for the overall planning and implementation of the Early Head Start (EHS) curriculum for the classroom, and for parent education. Oversees the operation of the classroom and the parent volunteer program. Supervises assigned staff members.

II. JOB DUTIES AND RESPONSIBILITIES

1. Responsible for the health and safety of children enrolled at the site while under our care.
2. Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development. **
3. Administers the daily operation of the classroom within the requirements of California State Title 22 Licensing Regulations, Head Start (HS) Performance Standards and State Funding Terms and Conditions (CSPP) where required.
4. Trains, supervises, and evaluates assigned classroom staff; performs regular classroom observations of staff. **
5. Develops and posts weekly lesson plans that include specific curriculum for classroom children; facilitates team teaching and planning. **
6. Completes DRDP assessments as required according to child's age.
7. Develops list of needed education supplies and materials and submits it to designated staff for review. **
8. Keeps required records, and documents services and follow-up contacts. **
9. Conducts at a minimum the required number of home visits and conferences during the program year with parent(s) or guardian(s) of each assigned child. **
10. Assists with agenda development and attends monthly parent committee meetings and selected activities.
11. Assists the Site Supervisor with ordering janitorial and office supplies and classroom materials as needed.
12. Supervises and participates in daily classroom cleaning (i.e., sweeping and mopping floors, sanitizing bathrooms, etc.); assists the Site Supervisor in maintaining the Center facility and play yard areas.
13. Mobilizes parent(s) or guardians(s) and other volunteers to work in the classroom; provides orientation, supervision of and guidance to classroom volunteers.
14. Administers program approved developmental screening tool(s) to each assigned child within 45 days of enrollment; performs ongoing assessment of the child's learning and development at regular intervals throughout the school year. **
15. Develops individualized curriculum goals for each child. **
16. Responsible for identifying signs of early disabling conditions (exceptional needs); collaborates to implement any special goals and objectives for each child under the supervision of EDMH staff and the Local Education Agency (LEA).
17. Participates in regular case management meetings of assigned classroom children.
18. Works with HS Preschool (HS PS) staff to facilitate a smooth transition from EHS to HS PS classrooms. **
19. Communicates regularly through appropriate methods with classroom parents/guardians regarding Center activities and child development information. **
20. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
21. Provides childcare during parent meetings and activities.
22. Maintains and works towards completing a professional development plan; stays in communicating with supervising staff to prepare for upcoming changes to position qualification requirements.

23. Attends scheduled staff meetings, in-service trainings and conferences as necessary.
24. Responsible for generating, collecting and documenting In-Kind.
25. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
26. Work Habits:
 - Arrives to work on time and obtains approval from supervisor for changes in work schedule or absences.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with Agency and program policies and procedures.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Is able to stay focused on the job.
 - Takes pride in creating a positive, efficient work environment.
 - Is able to constructively adapt to change.
 - Dresses appropriately for the assigned job duties and responsibilities.
27. Other duties as assigned.
28. Lead Teacher II only: In coordination with the Child Development Supervisor (CDS), assesses training needs of assigned staff members; organizes, implements and/or conducts staff training as appropriate.

*** Does not apply to Substitutes.*

III. JOB QUALIFICATIONS

Education, Training & Experience:

- A degree from an accredited school in Early Childhood Education/Child Development (ECE/CDV) or a related field which includes 12 core and 6* Infant/Toddler (I/T) units is required. (Level I – associate degree; Level II – bachelor's degree)
*(Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. * 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.)*
- A minimum of two years of early childhood classroom experience which includes at least 6 months of I/T work is required.
- 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.
- Prior experience supervising staff is preferred (Level I); a minimum of 6 months experience is required (Level II).

Knowledge of:

- Child development and early childhood education.
- Computers and internet use including web-based platforms, word processing, email and spreadsheets as relates to the duties of the position; prior use of Microsoft Office 365 is preferred.
- The Head Start Program (preferred).

Ability to:

- Motivate, engage, and work effectively with other adults, parents, and children.
- Interact with others in a culturally and emotionally sensitive manner.
- Provide leadership, and maintain professional, cooperative relationships with others.
- Develop and implement effective lesson plans with team teaching approach.
- Understand and carry out oral and written instructions.
- Communicate clearly and appropriately both and in writing in English (required); bilingual (English/Spanish) is preferred.

- Maintain accurate records and prepare reports.
- Work independently with minimal direction or as a collaborative member of a team
- Travel to attend scheduled conferences and trainings throughout the year.
- Work flexible hours for scheduled weekend or evening activities.

Necessary Special Requirements:

- Must be at least 18 years of age.
- Must hold and maintain current a California Department of Education (CDE) Child Development Teacher Permit or higher.
- For work-related driving must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as the driver OR reliable transportation with proof of automobile insurance.
- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization requirements related to work in a licensed child care facility.
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming 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, communicate clearly, and supervise staff.
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 and computer 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 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.