

Open Position

Program:	Head Start Child Development - Ukiah
Position:	Lead Teacher II-III, Infant Toddler Classroom (Bilingual Preferred)
Rate of Pay:	\$ 18.52 -\$ 23.75 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.

North Coast Opportunities
413 North State Street
Ukiah, CA 95482

JOB DESCRIPTION

POSITION TITLE:	Lead Teacher I, II, III, IV, HS Infant Toddler
PROGRAM:	Head Start Child Development Program
REPORTS TO:	Site Supervisor
SUPERVISORY RESPONSIBILITY:	Yes
FLSA / IWC STATUS:	Non Exempt

I. GENERAL DUTIES AND RESPONSIBILITIES:

Plans and implements the child development program for assigned primary children. Supervises the parent volunteer program within the Head Start Infant Toddler (HS IT) classroom.

II. JOB DUTIES AND RESPONSIBILITIES:

Primary Caregiver 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. Plans and implements individualized curriculum for assigned primary infants and toddlers according to Head Start Performance Standards, Early Head Start designated curriculum and State guidelines. Develops and posts weekly lesson plans.
4. Conducts two home visits and two conferences with designated children's parents annually.
5. Serves as primary caregiver in implementing routines with assigned infants and toddlers.
6. Administers a developmental screening tool to each assigned child within 45 days of enrollment and completes ongoing assessment of child's development throughout school year.
7. After initial screenings are administered and evaluated, devises an Individual Learning Plan for each assigned child in conjunction with parents or guardian within 90 days of enrollment and conducts quarterly updates.
8. Recognizes signs of early disabling conditions (exceptional needs), participates in the special education procedures of the program and implements special goals and objectives for each special needs child under the guidance of the child development supervisor and education, disabilities, mental health manager.
9. Facilitates growth and development of children, ongoing observation and assessment of children's development and milestones, behavior and performance in the classroom, in order to achieve desired results and child outcomes.
10. Works with classroom parents, individually in homes and through parent meetings, to involve them in the education of their child; orients them to the Head Start Infant Toddler Program; and assists in the completion of necessary Head Start IT education and disabilities forms.
11. Communicates with classroom parents regarding center activities and child development information through daily written reports of child's day, parent bulletin boards and/or educational handouts.
12. Keeps required records, documents services and follow-up and ensures compliance with Head Start Performance Standards in education and special education service areas.
13. Meets regularly with family resource specialist, site supervisor and/or specialists for case management of assigned primary children.
14. Works with families and preschool staff to facilitate a smooth transition out of Head Start IT.
15. Fosters the belief in parents that they are their child's first teacher.

General Classroom Administrative and Supervisory Duties:

1. Administers the daily operation of the classroom within the requirements of California State Title 22 Licensing Regulations, Head Start Performance Standards and State Funding Terms and Conditions.
2. Completes DRDP assessments as required according to child's age.
3. Under the direction of the site supervisor; trains, supervises and evaluates associate teacher and aide working in classroom. Conducts regular classroom observations and supervision sessions with assigned staff.
4. Orders education supplies and materials needed for classroom with guidance from the child development supervisor, and education, disabilities, mental health manager.
5. Conducts monthly classroom parent curriculum advisory committee meetings.
6. Facilitates classroom team teaching and planning.
7. Assists the site supervisor in maintaining the center facility and play yard.
8. Assists the site supervisor in ordering janitorial and office supplies and materials needed for classroom through designated support staff at central office.

9. Participates in daily cleaning of classroom.
10. Mobilizes parents and other volunteers to work in the classroom and orients and guides parents and other classroom volunteers.
11. Provides information and facilitates parent education activities in child growth and development, positive discipline and early childhood education, including home learning activities.
12. Assists parents and family resource specialist with agenda development and attends monthly parent committee meetings and selected activities.

General Responsibilities:

1. Maintains confidentiality at all times.
2. Responsible for generating, collecting and documenting in-kind.
3. Attends meetings, trainings and conferences as necessary.
4. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
5. 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.
6. Other duties as assigned.

Bilingual Lead Teacher I-IV:

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 families native language and, when necessary, from the family's native language to English.

III. JOB QUALIFICATIONS:

Lead Teacher I

1. Must have 24 Early Childhood Education/Child Development units, including 12 core and 6 Infant/Toddler 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 and must complete 15 additional units toward a Teacher Permit within 5 years. Must obtain Teacher Permit within 10 years.
3. One year early childhood classroom experience required, including 6 months Infant/Toddler experience.
4. One year supervision of staff preferred.

Lead Teacher II

1. Must have an AA in ECE/CDV or an AA in a related field with 15 ECE units, including 12 core and 6 Infant/Toddler units.
2. Must hold and maintain current a CDE Child Development Teacher Permit or higher.
3. Two years early childhood classroom experience required, including 6 months Infant/Toddler experience.
4. Two years supervision of staff preferred.

Lead Teacher III

1. In addition to the Teacher II qualifications, must have a BA in ECE/CDV or a BA in a related field with 15 ECE units, including 12 core and 6 Infant/Toddler units.

Lead Teacher IV

1. In addition to the Teacher III qualifications, must be certified through the California Certified Mentor Teacher Program, AND
2. Must be actively mentoring a mentee in the Teacher's own classroom:
 - Must develop a written mentoring plan for program mentees at start of school year that includes three skills that need improvement.
 - Must meet with mentee at least two times per month to provide guidance and training to mentee and to monitor mentoring plan.

Bilingual Lead Teacher I-IV

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

Lead Teacher I – IV

1. Must have thorough knowledge of the principles and practices of Early Childhood Education.
2. Ability to provide leadership and stability for program continuity.
3. Must be able to develop & implement effective lesson plans with team teaching approach Must be able to understand and follow oral and written English instructions and have good oral and written English communication skills.

4. Must be able to work effectively with infants and toddlers, as well as with parents from a variety of socially and culturally diverse backgrounds.
5. Must be flexible and able to meet the changing needs of the program.
6. Must show moral judgment, creativity, initiative, reliability and maturity.
7. Must be at least 18 years of age.
8. Must have and maintain current Infant and Child CPR, First Aid certification and 15 hours of Child Health and Safety training, or willing to complete within 6 months of being hired.
9. Bilingual Spanish-English preferred.
10. Ability to work flexible hours in order to work occasional weekends and evenings for parent activities.
11. 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.
12. 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. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed child care facility. Any criminal conviction thereafter must be reported to DSS, Community Care Licensing within 48 hours.

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 occasionally 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 a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. 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.