

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

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>Associate Teacher I-II, HS Preschool</b>
<b>PROGRAM:</b>	<b>Head Start Child Development Program</b>
<b>REPORTS TO:</b>	<b>Lead Teacher</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>No</b>
<b>FLSA/IWC STATUS:</b>	<b>Non-exempt</b>

**I. GENERAL DUTIES AND RESPONSIBILITIES**

Assists Lead Teacher in planning and implementing the Head Start curriculum. Responsible for education and care of assigned children and communication with their families.

**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. Works directly with children in daily classroom activities which meet the Head Start Performance Standards and State regulations.
4. Assists the Lead Teacher in assessing and planning individual and group learning and play activities for the children as well as field trips, projects, and hygiene and nutrition programs; performs observations and developmental assessments, and daily review of the program. \*\*
5. Assists with daily activities and classroom management including working with small groups, holding circle time, and directing transitions; facilitates and expands upon daily activities, and provides individual assistance to children.
6. Organizes program materials and environment needed for daily activities.
7. Assists Lead Teacher with orienting and guiding parent volunteers in the classroom. \*\*
8. Fills in for Lead Teacher in his/her absence. \*\*
9. Provides child care during parent and PPC activities. \*\*
10. Assists Lead Teacher with recordkeeping and reporting duties of education component. \*\*
11. Participates in individual conferences and home visits with Lead Teacher as requested. \*\*
12. Participates in the daily cleaning of the classroom including sweeping and mopping floors, vacuuming rugs, and sanitizing 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 NCO's Mission, Vision and Values.
17. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
18. Work Habits:
  - Arrives to work on time and obtains approval from supervisor for 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 adapt to change.
  - Dresses appropriately for the job.
19. Other duties as assigned.  
\*\* Does not apply to Substitutes

### III. JOB QUALIFICATIONS

#### **Associate Teacher I**

1. Must have a minimum of 12 Early Childhood Education (ECE) core units. (Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum.)

**AND**

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 Associate's or Bachelor's degree in ECE or a related field.

3. A minimum of six months early childhood classroom experience is required.

#### **Associate Teacher II**

1. Must have 24 ECE units, including 12 core units.

**AND**

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 attending courses leading to an Associate's or Bachelor's degree in ECE or a related field.

3. A minimum of one year of early childhood classroom experience is required.

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

1. Must have a working knowledge of the principles and practices of Early Childhood Education.
2. Knowledge of the Head Start Program preferred.
3. Must be able to contribute to team development of lesson plans and be able to carry them out in an effective manner.
4. Must be able to take over for the Lead Teacher in the classroom when necessary.
5. Good oral and written English language skills required; must be able to understand and follow oral and written instructions.
6. Must be able to accurately and legibly maintain records and prepare reports either by hand, or by using a computer and related software programs.
7. Must be able to work effectively with preschool children, as well as with parents from a variety of socially and culturally diverse backgrounds.
8. Must be flexible and able to meet the changing needs of the program.
9. Must show good judgment, creativity and maturity.
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 at occasional scheduled weekend or evening activities as needed.
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 a T.B. test 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 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.*

<b>Program:</b>	<b>Head Start – Pre-School</b>
<b>Position:</b>	<b>Substitute – Associate Teacher I-II HS PS</b>
<b>Rate of Pay:</b>	\$ 13.06 - \$ 16.45/hr (Depending on Qualifications)
<b>Hours:</b>	Varies
<b>Benefits:</b>	sick leave.
<b>To Apply:</b>	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: please attach transcript copies to your application.</b>
<b>Application Closing Date:</b>	Continuous
<b>Submitting an Application:</b>	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 <b>NOTICE</b> included with the Employment Application regarding Department of Justice clearance requirements.	