

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

**JOB DESCRIPTION**

<b>I. POSITION TITLE:</b>	<b>Lead Teacher I, II, III, IV-HS Preschool</b>
<b>II. PROGRAM:</b>	Head Start Child Development Program
<b>III. REPORTS TO:</b>	Site Supervisor
<b>IV. SUPERVISORY RESPONSIBILITY:</b>	Yes
<b>V. FLSA / IWC STATUS:</b>	Non Exempt
<b>VI. GENERAL DUTIES AND RESPONSIBILITIES:</b>	

Plans, implements and supervises the child development program, classroom parent volunteer program, and parent education in child development within the Head Start Single Classroom Center or classroom at a multiple classroom center.

**VII. 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 State Licensing Regulations, Head Start Performance Standards and State Funding Terms and Conditions (CSPP) where required.
4. Trains, supervises and evaluates Associate Teacher(s) and Aides.
5. Orders education supplies and materials needed for classroom with support from the child development supervisor and education, disabilities, mental health manager.
6. Keep required records, document services and follow-up and ensure compliance with Head Start Performance Standards in education and special education service areas.
7. Plan and implement curriculum for 17-20 preschool children according to Head Start Performance Standards and CSPP where required.
8. Develop and post weekly lesson plans.
9. Conduct monthly classroom parent curriculum advisory committee meetings.
10. Conduct two home visits and two conferences with each child's parents annually.
11. Assist the Site Supervisor in maintaining the Center facility and play yard.
12. Supervise daily cleaning of the classroom.
13. Mobilize, orient and guide parents and other volunteers to work in the classroom.
14. Administer a developmental screening tool to each child within 45 days of enrollment and complete ongoing assessment of child's development throughout the school year.
15. Through observation, use of individual child portfolios and with parent input, develop goals that individualize the curriculum for each child.
16. Facilitate growth and development of the child using an appropriate, program approved, ongoing assessment tool
17. Recognize signs of early disabling conditions (exceptional needs), participate in the special education procedures of the program and implement special goals and objectives for each special needs child under guidance from the child development supervisor and education, disabilities, mental health manager and in conjunction with the Local Education Agency (LEA.)
18. Work with Head Start Infant Toddler staff to facilitate smooth transition from Head Start IT to Head Start PreSchool classrooms.
19. Facilitate activities with LEA to ensure a smooth transition from HSCDP to kindergarten.
20. Communicate with classroom parents regarding Center activities and child development information through parent bulletin boards, etc. and/or Center/classroom calendars.
21. Maintains confidentiality at all times.
22. Attends meetings, trainings and conferences as necessary.
23. Responsible for generating, collecting and documenting In Kind.
24. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
25. Work Habits:
  - Is on time and obtains approval from supervisor for any changes in work schedule or absences.
  - Able to stay focused on the job.
  - Takes pride in creating a good work environment.
  - Treats co-workers and clients with respect.
  - Represents NCO and its program to the community in a positive light.

- Is able to deal with change.
  - Dresses appropriately for the job.
26. Other duties as assigned.

**Additional Responsibilities, Lead Teacher III**

1. In coordination with Education, Disabilities, Mental Health Specialist, assess staff training needs in area of expertise; organize, implement and/or conduct staff training in same area.

**Additional Responsibilities, Lead Teacher IV**

1. In coordination with child development supervisor assess staff training needs in area of expertise; organize, implement and/or conduct staff training in same area, or
2. Conduct a demonstration classroom in area of expertise and facilitate other teaching staff's observation of classroom and follow-up discussion.

**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.

**VIII. JOB QUALIFICATIONS:**

**Lead Teacher I**

1. Must have 24 units Early Childhood Education/Child Development, including 12 core 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. Must be enrolled in and attending courses leading to an Associate's degree, or higher, in ECE or a related field to be completed within 3 years of hire.
4. One year early childhood classroom experience required and one year supervision of staff preferred.

**Lead Teacher II**

1. Must have an AA in ECE/CDV or an AA in a related field, including 12 core units.
2. Must hold and maintain current a California Department of Education Child Development Associate Teacher Permit or higher. Must obtain CDE Teacher Permit, or higher, within one year of hire.
3. Enrollment in courses leading to a BA degree in ECE, or a related field, preferred.
4. Two years early childhood classroom experience required and two years supervision of staff preferred.

**Lead Teacher III**

1. In addition to Teacher II qualifications, must have a BA in ECE/CDV or a BA in a related field with 12 core 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 effective lesson plans with team teaching approach.
4. Must be able to understand, communicate and follow oral and written English instructions. Must be able to work effectively with preschool children, 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. Proven examples of moral judgment, creativity, initiative, reliability and maturity.
7. Must be able to attend conferences and in-service training throughout the year.
8. Must be at least 18 years of age.
9. Ability to work flexible hours for weekend or evening activities as needed.

10. 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.
11. Bilingual Spanish-English preferred.
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 printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
13. 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.*

<b>Program:</b>	<b>Head Start</b>
<b>Position:</b>	<b>Substitute Lead Teacher I-IV</b>
Rate of Pay:	\$ 16.01 - \$ 22.43/hr (Depending on Qualifications )
Hours:	Varies
Benefits:	sick leave.
To Apply:	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><i>For positions requiring ECE or CDV units: please attach transcript copies to your application.</i></b>
Application Closing Date:	Continuous
Submitting an Application:	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: SBrown@ncoinc.org
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer. Minority, disabled, and older individuals are encouraged to apply.	
For Head Start Child Development Program positions please see the <b>NOTICE</b> included with the Employment Application regarding Department of Justice clearance requirements.	