

**NCO**  
**413 North State St.**  
**Ukiah, CA 95482**

**JOB DESCRIPTION**

<b>I. POSITION TITLE:</b>	<b>Assistant Teacher, HS, Bilingual</b>
<b>II. PROGRAM:</b>	Head Start Child Development Program
<b>III. REPORTS TO:</b>	Teacher
<b>IV. SUPERVISORIAL RESPONSIBILITY:</b>	No
<b>V. FLSA / IWC STATUS:</b>	Non Exempt

**VI. GENERAL DUTIES AND RESPONSIBILITIES:**

Assists Teacher in planning and implementing the Head Start curriculum. Responsible for education and care of a group of preschoolers, and communication with their families.

**VII. JOB DUTIES AND RESPONSIBILITIES:**

1. Responsible for the health and safety of children enrolled at the site.
2. Participates in regular reflective supervision sessions and self assessment to promote ongoing professional development.
3. Work directly with children in daily classroom activities which meet the Performance Standards for Head Start and State guidelines.
4. Assist the Teacher in assessing and planning the children's individual and group learning, indoor and outdoor play activities, field trips, projects, hygiene and nutrition programs, observations and developmental assessments, lesson planning, and daily review of the program.
5. Assist with implementation of children's activities, assist with transitions, facilitate and expand children's activities during indoor and outdoor times, provide individual assistance to children.
6. Organize the program materials and environment needed for classroom activities.
7. Assist Teacher to orient and guide parent volunteers in the classroom.
8. Attend meetings, trainings and conferences, as necessary.
9. Provide childcare for parent and PPC activities.
10. Fill in for Associate Teacher in his/her absence.
11. Assist the Teacher in some record keeping and reporting duties of education component.
12. Clean classroom daily, including sweeping and mopping floors, vacuum rugs, and sanitize bathrooms.
13. Maintains confidentiality at all times.
14. Responsible for generating, collecting and documenting In-Kind.
15. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
16. 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
17. Other duties as assigned.

**Bilingual:**

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

## **VI. JOB QUALIFICATIONS**

### **Assistant Teacher**

1. Must have a minimum of 6 Early Childhood Education core units. (Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum)
2. Must be enrolled and currently attending courses leading to a California Department of Education Child Development Associate Teacher Permit or a Child Development Associate (CDA) Credential, to be completed within 2 years.
3. 6 months early childhood classroom experience desired.

### **Bilingual:**

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

### **Assistant Teacher, HS, Bilingual**

1. Must have a working knowledge of the principles and practices of Early Childhood Education.
2. Must be able to contribute to team development of lesson plans and be able to carry them out in an effective manner.
3. Must be able to take over for Associate Teacher when necessary.
4. Must be able to understand and follow oral and written English instructions, and have good oral and written English communication skills.
5. Must be able to maintain records and prepare reports.
6. Must be able to work effectively with preschoolers, as well as with parents from a variety of socially and culturally diverse backgrounds.
7. Must be flexible and able to meet the changing needs of the program.
8. Must show good judgment, creativity and maturity.
9. Must be at least 18 years of age.
10. Infant and Child CPR, First Aid, and 15 hours of Child Health and Safety training required, or willing to complete within 6 months of being hired.
11. Ability to work flexible hours for weekend or evening activities as needed.
12. For work-related driving, must have valid driver's license, verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver.
13. Must successfully complete pre-employment physical and T.B. Clearance prior to employment and every four years thereafter.
14. Must pass Criminal Background Live Scan prior to employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to change position; to sit, stand, walk, climb or balance; to stoop, kneel, crouch or crawl; to bend, twist and reach with hands and arms; to talk and hear. The employee frequently is required to sit; use hands to finger, handle or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 55 pounds using ergonomic safety guidelines. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
2. The ability to travel during the day and/or night, sometimes long distance, is required.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee may occasionally work near moving mechanical parts, computers and computer printers, telephones and other similar electronic office equipment.
2. The environment is 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 – Assistant Teacher, HS, Bilingual</b>
Rate of Pay:	\$ 12.30 - \$ 13.06/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>For positions requiring ECE or CDV units: please attach transcript copies to your application.</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: <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.	