

## **Open Position – Substitute (On-Call)**

*Preschool Sites in Ukiah, Willits, Fort Bragg, Clearlake, Lakeport, Upper Lake*

<b>Program:</b>	<b>Head Start Child Development Program</b>
<b>Position:</b>	<b>Lead Teacher I-II HS Preschool (Bilingual Preferred)</b>
<b>Rate of Pay:</b>	\$18.85 - \$24.17 per hour (Depending on Qualifications)
<b>Hours:</b>	Varies – On Call
<b>Benefits:</b>	Eligible for Paid sick leave
<b>To Apply:</b>	<p>Please 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.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
<b>Application Closing Date:</b>	Accepting Applications (during all business hours) Continuous Posting
<b>Submitting an Application:</b>	<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 By FAX: 707.467.3213 By Email: <a href="mailto:SBrown@ncoinc.org">SBrown@ncoinc.org</a></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/](http://WWW.NCOINC.ORG/ABOUT-US/JOBS/)  
Equal Opportunity Employer*

**North Coast Opportunities, Inc.**  
**413 North State St. Ukiah CA 95482**  
**JOB DESCRIPTION**

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

**I. GENERAL DUTIES AND RESPONSIBILITIES**

Under general supervision and direction of the Site Supervisor, is responsible for the overall planning and implementation of the Head Start (HS) curriculum in the classroom, and through 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 State Licensing Regulations, HS Performance Standards and State Funding Terms and Conditions (CSPP) where required.
4. Under the direction of the site supervisor trains, supervises and evaluates associate teacher(s) and aides working in the classroom; conducts regular classroom observation and supervision sessions with assigned staff and facilitates team teaching and planning. \*\*
5. Develops list of needed education supplies and materials and submits list to the site's assigned Child Development Supervisor (CDS) and the Education, Disabilities and Mental Health (EDMH) Manager for review. \*\*
6. Keeps required records, documents services and follow-up, and ensures compliance with HS Performance Standards in education and special education service areas. \*\*
7. Plans and implements curriculum for assigned classroom according to HS Performance Standards and CSPP where required and posts weekly lesson plans. \*\*
8. Conducts two home visits and two conferences during the program year with parent(s) or guardian(s) of each assigned child. \*\*
9. Assists the Site Supervisor with ordering janitorial and office supplies and classroom materials as needed.
10. Supervises and participates in the daily cleaning of the classroom (i.e., sweeping and mopping floors, sanitizing bathrooms, etc.); assists the Site Supervisor in maintaining the Center facility and play yard areas.
11. Mobilizes parent(s) or guardians(s) and other volunteers to work in the classroom; provides orientation, supervision of and guidance to classroom volunteers.
12. Administers a developmental screening tool to each assigned child within 45 days of enrollment and regularly performs ongoing assessment of the child's development throughout the school year. \*\*
13. Through observation, use of individual child portfolios and with parent input, develops goals that individualize the curriculum for each child. \*\*
14. Facilitates learning and development of each child using an appropriate, program approved, ongoing assessment tool.
15. Responsible for recognizing signs of early disabling conditions (exceptional needs); follows Head Start Child Development Program (HSCDP) special education procedures implementing as needed special goals and objectives for each child under supervision of the EDMH staff in conjunction with the Local Education Agency (LEA.)
16. Works with HS Infant Toddler (I/T) staff to facilitate smooth transition from HS I/T to HS Preschool (PS) classrooms. \*\*
17. Facilitates activities with LEA to ensure a smooth transition from HSCDP to kindergarten. \*\*

18. Communicates with classroom parents/guardians regarding Center activities and child development information through parent bulletin boards, etc. and/or Center/classroom calendars. \*\*
19. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
20. Provides childcare during parent meetings and activities.
21. Takes responsibility for staying informed of future changes to position qualification requirements; maintains a current professional development plan with assistance from supervising staff to prepare for upcoming position qualification requirements changes.
22. Attends scheduled staff meetings, in-service 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:
  - 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.
  - 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.
26. Other duties as assigned.
27. Lead Teacher II only: In coordination with the 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**

#### Lead Teacher I

1. Must have an Associate degree from an accredited school in Early Childhood Education/Child Development (ECE/CDV) or in a related field, 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 (CDE) Child Development Teacher Permit or higher.
3. A minimum of two years early childhood classroom experience is required; a minimum of two years of staff supervision experience is preferred.

#### Lead Teacher II

In addition to Lead Teacher I qualifications 2 and 3, must have a bachelor's degree from an accredited school in ECE/CDV or in a related field with 12 core units.

#### Lead Teacher I – II

1. Must have a working knowledge of the principles and practices of Early Childhood Education.
2. Demonstrated ability to provide leadership and stability for program continuity.
3. Must be able to develop and implement effective lesson plans with team teaching approach.
4. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.
5. Must be proficient in use of computers and a variety of software programs, including web-based platforms; must at a minimum be familiar with the use of word processing, email and spreadsheet programs.
6. Prior experience and a demonstrated ability to motivate, engage with, and work effectively and professionally with parents and other adults as well as with children from a variety of socio-economic backgrounds is required.
7. Must be flexible and able to meet the changing needs of the program.

8. Must be able to travel to attend conferences and scheduled in-service trainings throughout the year.
9. Must be at least 18 years of age.
10. Bilingual (English/Spanish) preferred.
11. Ability to work flexible hours for scheduled weekend or evening activities as needed.
12. 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.
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, 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.*