

## Open Position

<b>Program:</b>	<b>Head Start Child Development Program, Willits</b>
<b>Position:</b>	<b>Associate Teacher I-II EHS Floater</b> Bilingual Preferred (Spanish/English) eligible for bilingual pay differential
<b>Rate of Pay:</b>	<b>\$16.33 to \$18.49 per hour (Depending on Qualifications)</b>
<b>Hours:</b>	<b>30 hours per week, 9 months/year</b>
<b>Benefits:</b>	<p><b>401(k) Retirement Plan</b>  <b>Paid Health Leave</b>  <b>Paid Vacation and Holidays</b>  <b>Medical, Dental, Vision and Life Insurance</b>  <b>Employee Assistance Plan</b></p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p>
<b>Application Closing Date:</b>	<b>Open Until Filled</b>
<b>To Apply:</b>	<p><b>A completed NCO Employment Application form is required to apply.</b> The application form is available at our website: <a href="https://www.ncoinc.org/join-our-team/">https://www.ncoinc.org/join-our-team/</a> or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</b></p>
<b>Submitting an Application:</b>	<p>By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a>  By FAX: 707.467.3213  By mail or hand delivery to: NCO, Inc., Attn: Human Resources  413 N. State St., Ukiah, CA 95482  <i>Applications must be received by NCO by the closing date.  Postmarks are not accepted.</i></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
<b>All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements</b>	

*See our Website for full job description details & to print application*

[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)

*Equal Opportunity Employer*

*We invest in people through community action.*

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

<b>POSITION:</b>	<b>ASSOCIATE TEACHER I-II EHS (FLOATER)</b>
<b>PROGRAM/DEPT.:</b>	<b>HEAD START CHILD DEVELOPMENT PROGRAM</b>
<b>REPORTS TO:</b>	<b>SITE SUPERVISOR</b>
<b>SUPERVISORIAL RESPONSIBILITY:</b>	<b>NO</b>
<b>FLSA/IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CODE:</b>	<b>9059</b>

**I. GENERAL DUTIES AND RESPONSIBILITIES**

Acts as an integral part of an Early Head Start classroom. Performs various duties related to the care and supervision of children and assists with the planning and implementation of Early Head Start curriculum. Primary role is to provide support to other classroom staff to enable them to take breaks and access office time.

**II. JOB DUTIES AND RESPONSIBILITIES**

1. Responsible for the health and safety of infants and toddlers enrolled at the site while under our care.
2. Assumes the responsibilities of a non-floating Associate Teacher or the primary teacher whenever needed.
3. Participates in regular reflective supervision sessions and self-assessment to promote ongoing professional development.
4. Contributes to team development of lesson plans; assists with organizing program materials and environment to support planned classroom activities.
5. Assists in the planning and implementation of individualized curriculum for infants and toddlers.
6. Responsible for recognizing signs of early disabling conditions (exceptional needs); follows HSCDP special education procedures implementing as needed special goals and objectives for each child.
7. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
8. Participates in the daily cleaning and sanitizing of the classroom and bathrooms.
9. Provides childcare during parent meetings and activities.
10. Attends scheduled staff meetings, in-service trainings, and conferences, as necessary.
11. Responsible for generating, collecting, and documenting In-Kind.
12. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
13. Work Habits:
  - Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
  - Maintains a high level of confidentiality in all aspects of work in alignment with Agency and program policies and procedures.
  - 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 effectively adapt to change.
  - Dresses appropriately for the job by following the current HSCDP dress code.
  - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
14. Other duties as assigned or required.

**III. JOB QUALIFICATIONS**

Education, Training & Experience:

- Must have a minimum of 15 Early Childhood Education/Child Development (ECE/CDV) units (Level II requires a minimum of 24 ECE/CDV units), including 12 core and 6\* Infant/Toddler (I/T) units. (Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum.)
- A minimum of six months of early childhood classroom experience is required; experience in an infant or toddler classroom is preferred.

- 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.  
\* Up to 3 of the required I/T units may be deferred for no more than 24 months from the date of hire when employee signs a training plan agreement that includes completion of the missing units.

Knowledge of:

- Child development and early childhood education.
- Computer and internet use as relates to the duties of the position; prior use of Microsoft Office 365 preferred.
- The Head Start Program (preferred).

Ability to:

- Motivate, engage, and work effectively with other adults, parents, and children.
- Interact with others in a culturally and emotionally sensitive manner.
- Maintain professional, cooperative relationships with others.
- Understand and carry out oral and written instructions.
- Communicate clearly and appropriately both and in writing in English (required); bilingual (English/Spanish) is preferred.
- Work independently with minimal direction or as a collaborative member of a team.
- Maintain accurate records and prepare reports.
- Work flexible hours for occasional scheduled weekend and evening activities.

Necessary Special Requirements:

- Must be at least 18 years of age.
- 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.
- For work-related driving must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as the driver OR reliable transportation with proof of automobile insurance.
- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization and vaccination requirements related to work in a Head Start Program and a licensed child care facility.
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming 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.*