

Open Position

Program:	Head Start Child Development Program – Willits, CA
Position:	Associate Teacher I-II HS PS Current CA Driver License and Insurance Required.
Rate of Pay:	\$16.95 to \$18.61 per hour (Depending on Qualifications) Bilingual Pay Differential Available
Hours:	40 hours per week, 9 months/year
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan</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>
Application Closing Date:	Open Until Filled
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</p>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org 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.	
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	

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

POSITION:	ASSOCIATE TEACHER I-II, HS
PROGRAM:	HEAD START CHILD DEVELOPMENT PROGRAM
REPORTS TO:	SITE SUPERVISOR OR LEAD TEACHER, AS ASSIGNED
SUPERVISORY RESPONSIBILITY:	NO
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	9059

I. GENERAL DUTIES AND RESPONSIBILITIES

Assists Lead Teacher in planning and implementing the Head Start (HS) 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 of CA Licensing 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. Contributes to team development of lesson plans; organizes program materials and environment to support planned classroom activities; fills in for Lead Teacher in his/her absence. **
9. Provides child care during parent and PPC activities. **
10. Participate in the curriculum planning meetings and support the Lead Teacher with implementation of the curriculum plans. **
11. Assists Lead Teacher with recordkeeping and reporting duties of education component. ** Keeps required records, documents services and follow-up, and ensures compliance with Head Start Performance Standards in education and special education service areas.
12. Works with parent(s) or guardian(s) individually in homes and through parent meetings to involve them in the education of their child(ren). Participates in individual conferences and home visits with Lead Teacher as requested. **
13. Participates in the daily cleaning of the classroom including sweeping and mopping floors, vacuuming rugs, and sanitizing bathrooms.
14. Attends scheduled meetings, trainings, and conferences as necessary.
15. Responsible for generating, collecting and documenting Non-Federal Share Match. **
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.
 - 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.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Is able to stay focused on the job.
 - Takes pride in creating a positive, efficient work environment.
 - Is able to effectively adapt to change.
 - Dresses appropriately for the assigned job duties and responsibilities.
19. Other duties as assigned.
*** Does not apply to Substitutes*

III. JOB QUALIFICATIONS

Education, Training and Experience:

The following education and/or experience criteria are required to qualify for the designated level:

- Level I – 12 Early Childhood Education (ECE) core units required
 - Level II- 24 ECE units, including 12 core units required
 - (Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum.)
 - 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.
 - Six months early childhood classroom experience is preferred (level II – one year experience preferred).
 - Must have a minimum of 15 hours of Preventive 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.
- **Must apply an Associate Teacher Permit within 3 months of being hired and provide verification.

Knowledge of:

- Principles and practices of Child Development/Early Childhood Education.
- Head Start Performance Standards preferred.
- Computer and internet use as relates to the duties of the position; prior use of Microsoft Office 365 preferred.

Ability to:

- Take over for the Lead Teacher in the classroom when necessary.
- Communicate clearly and appropriately both verbally and in writing in English (required); bilingual (English/Spanish) is preferred. .
- Accurately and legibly maintain records and prepare reports either by hand, or by using a computer and related software programs.
- 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 preferred.
- Interact with others in a culturally and emotionally sensitive manner.
- Work effectively as part of a team but have the ability to work independently.
- Maintain confidential information, documentation, and handle sensitive situations appropriately.
- Work flexible hours for scheduled weekend or evening activities as needed.
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- Be flexible and able to meet the changing needs of the program.

Necessary Special Requirements:

- Must be at least 18 years of age.
- 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.
- 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 childcare 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.