

Classification: **Certificated Teaching staff**
Position Title: **Associate Teacher**
Department: **Early Childhood Education**
Reports to: **Site Coordinator**

Definition of Classification:

Under direct supervision, the Associate Teacher will implement and oversee all components of a quality preschool or Infant/Toddler program classroom while working effectively with parents. The Associate Teacher is responsible for data collection and all accompanying documentation for their classroom. Consistent with the designated curriculum and in alignment with the individual and classroom assessments and evaluations, develop individualized and developmentally appropriate learning activities for all children enrolled in their classroom. The Assistant Teacher will contribute to the success of the teaching team by adhering to all policies and procedures, and working to maintain compliance with all Licensing and funding regulations.

Description of Duties:

General:

1. Represent the agency in a consistently professional manner, always modeling a commitment to the agency's Mission and Values.
2. Promote and maintain a sense of teamwork between Early Education Services, other CAPC staff, volunteers, Board members, and other individuals relevant to the successful operation of each program.
3. Develop and maintain mutually beneficial working relationships with other stakeholders to ensure support of the agency's vision, mission and values.
4. Maintain compliance and knowledge of all CAPC Policies and Procedures, funding and regulatory rules, and laws that apply to the program contracts and oversight agencies.

Program Specific:

1. Provide for the health, safety, and nutrition of children.
 - A. Supervise children at all times to ensure a safe environment according to Cal OSHA Guidelines (SB198) Plan, Licensing 22 and Title 5 Standards.
 - B. Implement healthy practices within the classroom environment using universal health precautions including but not limited to washing hands, using appropriate gloves, changing diapers/clothing in a timely manner, dispensation of authorized medications.
 - C. Keeping accurate emergency information and authorizations for treatment of all children.
 - D. Maintain current CPR and First Aid Pediatric Certification
 - E. Provide food service support (serving and cleaning) for meals, snacks, and other activities according to accepted practices.

- F. Implement Center's Plan for medical and disaster related emergencies according to (SB198) guidelines.
 - G. Communicate all family updates to the Teacher or Site Coordinator.
 - H. Maintaining nutrition documentation on all children less than 12 months old.
2. Provide Early Childhood Programming
 - A. Assist in the planning and implementation of lesson plans that reflect the value statement and philosophy of the Agency integrating indoor and outdoor environments.
 - B. Assist in developing and implementing age appropriate literacy rich classroom environments which include displays of children's work and attractive interest centers
 - C. Encourage and model language expansion, extended leaning and problem-solving strategies throughout the day.
 3. Ability to handle the daily commotion, high noise levels, and pressures of the Center on a daily basis.
 4. Physically and mentally capable to responsibly and professionally assist children and ensure their safety in a variety of settings, including but not limited to classroom, playground, and in the community.
 5. Record statistics and compile reports required by funding sources.
 6. Ensure screenings, assessments, observations and other required documentation is completed and submitted per agency requirements.
 7. Network with other community agencies and participate when requested, in community and health fairs and other events designed to promote CAPC programs.
 8. Other duties, both program specific and CAPC related, as assigned.
 9. Supervision of all children and on-call subs.

Minimum Qualifications

Education: 12 units of Early Childhood Education (ECE) or Child Development, and High School Education or G.E.D. Have the required units to earn the Associate Teacher Permit.

Experience: Two years of relevant experience teaching/working with children (ages 0 to 5) and families.

Knowledge of: Childhood development and child abuse issues.

Ability to: Gather and analyze data; organize and write reports, read, understand, interpret and apply pertinent rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain working relationships with others; present oneself professionally. Present curriculum in group, classroom and one-on-one settings. Engage students in interactive and developmentally appropriate learning experiences.

Technical Skills: Basic computer skills to include MS Outlook and Internet usage.

Condition of Employment: Unless mutually agreed upon, and consistent with funding source requirements, employment with the CAPC requires a clearance from the Department of Justice, the FBI and CACI (through submitted fingerprints).

The employee is required to provide proof of immunizations records for Pertussis, Measles (unless a written statement from the employee's physician that there is a medical reason not to vaccinate the employee), an annual record of Flu immunization (or a signed statement from the employee that they have declined to be vaccinated against the flu), and a T.B. clearance (checked every two years).

Additionally, ECE staff are required to show proof of vaccination against Hepatitis B (consistent with Cal OSHA regulations).

The employee must have a car, a valid driver's license, and proof of on-going automobile insurance and must provide annually, a DMV record report compliant with the Agency's liability insurance requirements.

Additionally, ECE staff are required to show proof of vaccination against Hepatitis B (consistent with Cal OSHA regulations).

The employee must demonstrate strong interpersonal skills and the ability to communicate with clients and co-workers in a compassionate, non-discriminatory, non-judgmental manner. Position is dependent on continued funding and is an at-will position. Available to work on evenings and weekends as required by supervisor.

Physical Demands: In order to perform the job duties associated with this position, the employee is regularly required to use his/her hands to finger, handle, grasp objects, tools and/or controls. The ability to talk, sit, stand, crouch, squat, walk, and hear well is necessary. The employee may also be required to reach with hands and arms, climb or balance, stoop, kneel, crawl, or crouch. Repetitively lift from floor to waist and/or move 30 pounds. Visual ability to judge distance, color, focus, and see peripheral objects is also necessary. Mental ability to handle commotion, high noise levels, and pressures of Children's Center on a daily basis, and assume responsibility for safety and welfare of children in a variety of settings, including but not limited to the classroom, playground and community.

Physical demands described here are representative of those that must be met by every CAPC employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Acknowledgment:

I have read and understand the requirements for this position. My performance of these duties will be evaluated after a 90 probationary period and at the anniversary of my hire date thereafter. I understand that this position is grant funded and may be eliminated for lack of funding or reorganization. I understand that I am an at-will employee.

Accepted: _____
Employee Name

Employee Signature

Date

Supervisor Signature

Date