



JOB DESCRIPTION

TEACHER

Under the supervision of the assigned site supervisor, the teacher shall be responsible to:

1. Carry out the goals, policies, and activities designed to implement education objectives and performance standards.
2. Supervise the children at all times.
3. Train, and directly supervise the performance of the assistant teacher and/or classroom aide and assist in developing competence in his/her career. Conduct periodic observations to evaluate job performance of assigned staff, maintain appropriate documentation, and meet timelines set by the HR department.
4. Prepare and implement daily and weekly lesson plans. Maintain narrative records on each child, including anecdotal records, IEP/Profile, attendance and meal counts. Documentation of home visits and parent conferences as needed.
5. Maintain an ordered arrangement, appearance, decor, and learning environment of the classroom in cooperation with other staff, and make suggestions to the site supervisor regarding instructional materials and equipment necessary to carry out the program.
6. Plan and carry out open-ended activities for different levels of development and multicultural diversity of children enrolled in his/her class.
7. Make required visits to the home of each child enrolled in the class to gain input for child's goals and share progress.
8. Prepare and assist in implementing parent workshops as delegated by site supervisor.
9. Attend staff and parent meetings, in-service training sessions including PRISM training.
10. Plan and implement parent and volunteer participation in the classroom; prepare and distribute notes to parents concerning the instructional program.
11. Participate in recruitment of head start children.
12. Contribute to a healthy and successful nutrition program by eating center prepared meals with the children.
13. Other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- Minimum of two (2) years' recent paid successful work experience teaching preschool-age children.
- Minimum of an associate degree in child development, early childhood education, human development or **in a related field with coursework equivalent to a major relating to early childhood education and a minimum of a state-awarded child development **associate teacher permit** or a California children's center permit.

Teacher

Alternate Education Qualifications

- *A bachelor's degree in child development/ECE, human development or ****in a related field with coursework equivalent to a major relating to early childhood education** and a minimum of a state-awarded child development **associate teacher permit** is preferred and may also substitute for one (1) year of the required experience.
- *A bachelor's or advanced degree in **any other field with coursework equivalent to a major relating to early childhood education** is acceptable along with a minimum of a state-awarded child development **teacher permit**.

Those hired without the minimum state-awarded child development permit must qualify and apply for within 60 days of hire, renew prior to expiration, and maintain active as a condition of employment.

***Related fields are defined as: Liberal arts, general education, psychology, sociology, home economics, nutrition, special education, or health education, and with coursework equivalent to a major in early childhood education. Required courses include child/human growth & development, child/family & community, programs/curriculum, and three units supervised field experience in ECE/CD setting.*

Preferred Criteria: Bilingual capability (English/Spanish, English/Vietnamese or English/Chinese).

Knowledge and Abilities: Requires fluent English language skills. Ability to determine cognitive, social, and physical needs of children and communicate verbally and in writing. Ability to maintain confidentiality. Sensitive to needs of low income families, multicultural beliefs and practices, and ability to relate to children/parents/community. Ability to work with high-risk families and provide for necessary support. Ability to work as a cooperative team member with center staff. Ability to effectively supervise and provide leadership to assistant teachers and classroom aides. Ability to handle the responsibilities and routine stress often associated with child care. Flexibility and ability to implement a developmentally and culturally appropriate early childhood program. Able to observe, see, hear, and respond to children's needs, emergencies, & conflicts.

Physical Abilities: Ability to see at normal distance Hear normal conversations and sounds. Physical ability to bend, squat, sit on floor, skip, run, and climb stairs as part of daily center activities. Use hands and fingers to fill out required forms on regular and NCR paper. Ability to safely lift or assist children weighing up to 40 pounds in emergency situations only. Ability to reach a child 30 feet away within 30 seconds without danger to the staff person's health. Ability to safely drive own or company vehicle.

License or Other Requirements: Must have access to a dependable auto with appropriate insurance coverage and equipped with seat belts and possess a valid state of California driver's license. Must hold Infant First Aid and CPR certificate and renew upon expiration. Must submit to a job-pertinent agency-paid pre-employment physical examination, negative tuberculosis test and criminal record background checks. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired. Mandated Reporter.