



Amador Tuolumne Community Action Agency

EARLY CHILDHOOD SERVICES

Associate Teacher I & II

Job Description

Definition: As a part of the ATCAA team, the Associate Teacher assists teachers in the planning and the implementation of a comprehensive State Preschool/Head Start/Early Head Start classroom, including the supervision of and interaction with young children in preschool or infant toddler center classrooms, working with other staff members to ensure that parents are supported as their role as primary teachers for their children and working with ATCAA staff to assure that delivery of services to children and families are carried out in a comprehensive, integrated, and coordinated manner. The Associate Teacher helps with classroom set-up and cleaning, food service program, and supervises small groups of children.

Supervisor: Lead Center Teacher

Job Duties and Responsibilities Related to This Position:

- Using developmental appropriate child guidance techniques, assist in all classroom activities as directed by supervisor;
- Assist in planning of weekly lesson plan that reflects mandated elements per Head Start and State Standards;
- Help to provide a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, and effective transition between activities;
- Observe and record each child's progress on a regular basis;
- Help set limits that ensure safe play and respect for rights and property of others;
- Maintain visual supervision of children at all times;
- Change diapers as necessary and assist with toileting;
- Help to maintain a safe and healthy environment in the classroom and on the playground, including the following:
 - Maintain a clean and organized classroom;
 - Assist with daily clean-up using approved methods;
 - Assist in general maintenance of the facility;
 - Assist in setting up the environment (indoor/outdoor) for the activities of the day
 - Assist with table setting, food preparation, clean-up in the classroom; using approved sanitation methods
 - Follow California State Licensing Requirements and Head Start Standards;
- Work with and encourage parent and community volunteers;
- Provide an atmosphere that promotes and reinforces parental involvement
- Participate in parent meetings, home visits, and parent/teacher conference;
- Attend staff meetings and in-service training as required;
- Substitute for other Teachers or Associate Teachers as needed;
- Continue education in order to keep permit current.

General Duties and Responsibilities:

As a part of the ATCAA team, all employees play an essential role in ATCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities;
- Maintain confidentiality in accordance with standards as outlined in the "Statement of Confidentiality and Ethics";
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with ATCAA's Personnel Policies and Operating Procedures;



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- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Complete other tasks as assigned by the supervisor, which are consistent with the definition and intent of the job description.

Minimum Qualifications: Associate Teacher I:

- Completed 12 college units in Child Development, including Core Courses as defined on the Child Development Matrix. For Early Head Start: 6 units must be focused on infants and toddlers;
- Working toward an AS/AA degree in Early Childhood Education;
- Apply for an Associate Teacher Permit or a Child Development Associate Credential within thirty (30) days of hire.

Minimum Qualifications: Associate Teacher II:

- A.A./A.S. degree, 24 college units in ECE/Child Development, including Core Courses as defined on the Child Development Matrix. For Early Head Start: at least 3 units focused on infant and toddlers ;
- Working toward BS/BA degree in Early Childhood Education;
- Apply for an Associate Teacher Permit or a Child Development Associate Credential within thirty (30) days of hire.

Minimum Qualifications for both: Associate Teacher I & II:

- Within the past 2 years, 50 days of 3+ hours per day working with children (preschool for preschool positions, infant toddlers for infant toddler positions);
- Possess a continuously valid California driver's license with an acceptable driving record;
- Pass a full background check/health screening including: fingerprint clearance and TB Test prior to hire;
- Ability to write lesson plans and record children's progress;
- Ability to lift 40 pounds;
- Have reliable transportation.

Desired Qualifications:

- Previous experience in a Head Start preschool or infant toddler setting;
- Current CPR and First Aid certificates;
- Associate Teacher or higher Children's Center Permit or a Child Development Associate Credential;
- The ability to speak and understand Spanish;
- Computer experience.

Physical Requirements:

Frequent (3 – 6 hours) walking, standing, bending of the waist, squatting, and twisting of the neck.

Occasional (up to 3 hours) sitting, bending of the neck, climbing, kneeling, crawling, and twisting of the waist. Occasional, repetitive, use of both hands is also required in this position: simple grasping, fine manipulation, pushing/pulling, and reaching above or below shoulder level.



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The position requires working inside and outside in a playground environment, as weather permits, with exposure to extremes in temperature, humidity or wetness, and may also require walking on a variety of grades and surfaces (uneven ground). This position may also require travel to various locations for agency meetings and events.

Employees in this position may be exposed to bio-hazards such as blood borne pathogens and waste matter (changing diapers, etc).

Lifting and Carrying Requirements: Occasionally (up to 3 hours) lifting/carrying up to 50 lbs.

<u>ATCAA Salary Range:</u>	Associate Teacher I:	619
	Associate Teacher II:	623

I have read this job description. I meet the minimum qualifications listed. I understand and agree to comply with the duties, responsibilities, salary, and hours required and all other related responsibilities.

Employee Signature

Date