



# **Amador-Tuolumne Community Action Agency**

## **EARLY CHILDHOOD SERVICES**

### **TEACHER I & II & III**

#### **Job Description**

Definition: As a part of the ATCAA team, the Teacher assists the Lead Center Teacher 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 and/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.

Supervisor: Lead Center Teacher

Supervises: volunteers and substitutes

#### Job Duties and Responsibilities Related to This Position:

- Implement the Agency's approved education curriculum in the classroom according to Head Start standards;
- Help to assure the Service Area Plans, programs, policies, and procedures relating to center operations are carried out;
- Assure the center is in compliance with all health, safety, and Community Care Licensing requirements; including child-teacher ratio and visual supervision;
- Work with the Lead Center Teacher to develop and follow a consistent schedule which follows Early Head Start/Head Start standards and professional best practices;
- Implement a curriculum that includes parent input, cultural diversity, and promotes social, emotional, physical, language and cognitive development;
- Ensure individual child growth and achievement consistent with direction and standards set by the program including all program components: mental health, nutrition, health, and transitions;
- Participate in multi-disciplinary team meetings for children with disabilities and implement goals listed on the Individual Education Plan or Individual Family Service Plan 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;
- Observe and record each child's progress on a regular basis
- Change diapers as necessary and assist with toileting;
- Correct or report any operational deficiencies that constitute immediate threats to children's health and safety;
- Help to maintain a clean, safe and organized office space;
- Conduct home visits and Parent/Teacher Conferences twice a year and as needed for family support and case management and document the results;
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- Participate in the family engagement component which may include evening events. Family engagement includes parent activities, , class celebrations, and supporting parents as classroom volunteers and helping parents to reach their goals as parents and as individuals;
- Help to supervise, train, evaluate, and support the staff assigned to you;
- Attend staff, in-service, parent meetings, and training as directed;
- Assist with in kind documentation;
- Substitute for other teachers as needed.

#### **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;
- 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: Teacher I**

- Completed 24 units ECE/CD. For Early Head Start classrooms, 6 of these units must be focused on infant and toddlers;
- Possess a current Teacher Permit or apply for one within thirty (30) days of hire

#### **Minimum Qualifications: Teacher II**

- Same requirements as Teacher I with the addition of A.A./A.S. Degree in ECE/CD or related field and working toward an BS/BA degree in Early Childhood Education. For Early Head Start classrooms, 3 of these units must be focused on infant and toddlers;

#### **Minimum Qualifications: Teacher III**

- Same requirements as Teacher I with a B.A./B.S. Degree with at least 24 units ECE/CD. For Early Head Start classrooms, 3 of these units must be focused on infant and toddlers.

#### **Minimum Qualifications: Teacher I & II & III**

- Be able to pass a full fingerprint/background check prior to hiring;
- Experience and proficiency in Word, Excel, email, and Windows Operating System;
- Within the past 4 years, 175 days of 3+ hours per day working with children in a preschool or infant/toddler setting;
- Meet all federal/state licensing requirements and/or program requirements necessary for this position: possess a valid California driver’s license, an acceptable driving record, fingerprint clearance, TB Test, CPR, First Aid training, and health screening;
- Lift 40 pounds;
- Have reliable transportation.



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#### Desired Qualifications:

- Previous Early Head Start/Head Start or State Preschool/Infant Toddler experience ;
- Ability to speak and understand Spanish;
- Experience in the supervision and training of adults;
- Knowledge of local community resources.

#### 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.

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>	Teacher I:	624
	Teacher II:	628
	Teacher III:	630

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.

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Employee Signature

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Date