

Job Title:	CDP - Associate Teacher I
Reports to:	CDP - Site Supervisor
Job Status:	Salaried / Non-Exempt
Job Summary:	Under the direction and cooperation of a Teacher, assist in the overall functioning of the classroom, establish supportive relationships with staff, children and parents, and ensure the facility meets Licensing requirements.

Primary Responsibilities

- Assist Teachers in planning, implementing and documenting a variety of diverse, age appropriate activities consistent with philosophies of the Child Development Program and the State Exemplary Program Standards (E.P.S.)
- Supervise Teacher Assistants in Teacher's absence
- In coordination with Teacher, secure substitutes in case of absence from work
- Attend and participate in all staff meetings
- Attend and participate in all Staff meetings, workshops, conferences or other trainings which are deemed beneficial to professional growth and position
- May open and close site when deemed necessary
- Maintain supervision of children at all times as defined by California Department of Social Services Community Care Licensing and California Department of Education
- Respect cultural and ethnic diversity of children and families in the Program
- Attend to health, safety and well-being of children in your care
- Obtain CPR/First Aid Certificates
- Report to Teacher, in writing, all injuries incurred by children or staff
- Be familiar with reporting procedures for child and adult protective services
- Maintain accurate attendance reports
- Maintain confidentiality
- Under supervision of the Teacher, conduct daily set up of all inside and outside activities that promote children's exploration
- Under the supervision of the Teacher, conduct on-going written assessments of children for semi-annual parent-teacher conferences
- Supportive of parents/guardians, direct relevant information to Teachers / Site Supervisor regarding any issues in need of parent/teacher communication, meet and greet parents, and participate in parent/staff events when possible
- Assume equal share of housekeeping, maintaining up to date display boards, etc.
- Other duties as assigned

Qualifications

- Must possess 12 units of Early Childhood Education or Child Development including core courses.
- Maintain a positive attitude of cooperation, teamwork, flexibility and responsiveness.
- Be patient and nurturing towards children
- Must be punctual and have regular attendance.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

Physical Requirements

- Physical agility to lift and carry objects and/or children up to 50 lbs.
- Standing, sitting and walking intermittently.
- Ability to reach overhead; push, pull, raise and lower objects.
- Ability to bend, stoop, kneel, squat and twist.