

Job Title: HS - Associate Teacher

Reports to: HS - Teacher

Job Status: Salaried / Non-Exempt

Job Summary: Under the supervision of the Head Teacher, assists in providing an enriched classroom experience for children including helping to develop, implement and facilitate developmentally appropriate activities and experiences for all the children. In the absence of the Head Teacher the Associate Teacher assumes the responsibilities of the Head Teacher.

Primary Responsibilities

- Assists the Head Teacher in ensuring the health and safety of the children, by providing a clean and orderly environment and maintaining proper supervision of children at all times.
- Assists the Head Teacher in maintaining an enriched environment that is challenging, engaging and organized and designed to support optimal learning.
- Assists in implementing the lesson plan throughout the day.
- Interacts with adults in the classroom including staff members, parents and classroom volunteers in a supportive and professional manner.
- Shares mealtimes with the children, appropriately supporting it as a social and nutritional experience as well as optimizing the opportunities for language and concept development during this time.
- Appropriately and effectively supports children during transitions throughout the day.
- Participates in required meetings and required trainings and staff development activities.
- Work as a member of the classroom and site team, sharing ideas, concerns and information as needed.
- Assists the Head Teacher in filling in required paperwork including but not limited to attendance sign-in sheets and in-kind compilation.
- Assists the Head Teacher in observing children, recording observations and providing differentiated instruction for the children based on the observations.
- Assists the Head Teacher in creating lesson plans with developmentally appropriate activities.
- Works with the center team to support and encourage parent's understanding of their role in and their participation in their child's education.
- Other duties as assigned. These may include but are not limited to; record keeping, Raising a Reader, Sign-in/Sign-out compilation, Medication administration in compliance with procedures, when appropriate and as applicable perform required translation of information and materials.

Full Day Associate Teachers

In addition to the above and in collaboration with the second Associate Teacher and Site Assistant for the afternoon programing the following applies:

- Ensures the health and safety of the children, by providing a clean and orderly environment and maintains proper supervision of children at all times.
- Maintains an enriched environment that is challenging, engaging and organized and designed to support optimal learning.
- Creates lesson plans with developmentally appropriate activities.
- Observes children, records observations and provides differentiated instruction for the children based on the observations.

Qualifications

Education /Experience:

- A minimum of twelve college level semester or equivalent quarter units that shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, and program/curriculum.

Or

- Associate level Permit issued by the California Commission on Teacher Credentialing.

Or

- A valid CDA credential with the appropriate age level endorsement.
- At least six months of work experience in a licensed child care center or comparable group child care program.
- Ability to read and write English and interpret documents such as safety rules and policy and procedures manuals.
- Ability to communicate effectively verbally in English, one on one and in small groups. Ability to write simple reports and correspondence and to complete basic forms.
- Ability to understand verbal English in order to receive feedback in English and to participate in trainings in English.
- Ability to serve as a language role model in the individual's home language.
- For some positions English/ Spanish bilingual may be required.
- Basic mathematical skills.
- Basic computer skills including Word, Excel, Outlook and Internet.
- Must have Pediatric First Aid and Infant/Child CPR or be willing to obtain within first two weeks of employment.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
- Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing or provide fingerprints and a Child Abuse Index Check resulting in a Criminal Record Clearance from the Department of Justice prior to beginning employment.
- Successfully complete an employment physical and provide proof of the absence of TB within 7 days of hire date.

Additional Experience – preferred:

- Knowledge of child assessment and curriculum planning.
- Knowledge of community care licensing preferred.
- Ability to apply child development knowledge into practice of working with children and parents.

Physical Requirements

- Physical agility to lift and carry objects up to 25 pounds and children up to 40 pound for safety reasons.
- Physical agility to bend, stoop, walk, reach overhead, push, pull, squat, twist, kneel, and turn.
- Fine Motor physical ability including simple and power grasp, pull, twist, and grip.

Approved by Policy Council 12/8/15

Revised and Approved by Policy Council 4/17/13

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