

Early Learning Associate Teacher

Definition:

To model and implement family-focused, comprehensive child development services for the children in early learning and care programs. The Early Learning Associate Teacher provides care and education to young children in accordance with the Early Learning and Care program guidelines. The Early Learning Associate Teacher plans and oversees classroom instruction in their room, ensures the coordination of classroom activities and collaborates with and provides support for the Early Learning Aide, Site Supervisor and Lead Teacher, Co-Teacher or Director when applicable. This position is contingent upon continuation of grant funding and or enrollment.

Supervision Exercised and Received:

An employee in this classification receives supervision from the MCOE Early Learning Director or the Assistant Superintendent of Special Education within a broad framework of policies and procedures.

Examples of Duties and Responsibilities:

Duties and responsibilities may include but are not limited to the following;

- Provides care and supervision for children; infants, toddlers or preschool age children
- Prepares curriculum and instructional materials in accordance with the adopted curriculum for implementation
- Collaborates with appropriate parties to adapt the curriculum to meet the needs of each of our students
- Provides classroom instruction in the early learning and care setting
- Prepares, organizes and implements an engaging, developmentally appropriate learning environment
- Coordinates events, field trips, and other activities for the site
- Works collaboratively with all staff and maintains a positive, professional work environment
- Creates and maintains a positive and nurturing work and learning environment for children, parents, staff and community members
- Establishes and maintains effective working relationships with children and adults of diverse racial and cultural backgrounds
- Creates and maintains appropriate and timely ongoing developmental assessments as applicable to the program (ex. ASQs, DRDPs or CA Preschool Learning Foundations)
- Conducts and documents all parent conferences as required to promote optimal growth and development of the young child
- Involves parents and family members in the program and supports their learning and growth and partnership outside of school hours
- Maintains inventory of and completes requisitions for needed supplies in a timely manner
- Ensures adherence to all operating and Community Care Licensing policies and procedures including but not limited to safety, emergency, health, medical and educational needs
- Maintains and completes designated reports and documents as mandated by Community Care Licensing and Early Learning and Care Center or funding programs
- Exercises sound judgment
- Interprets and applies rules, policies and regulations with good judgment in a variety of situations and works with minimum supervision
- Establishes and implements timelines to plan, coordinate and implement program plan
- Understands and carries out oral and written instructions

- Maintains confidentiality of pupil records and center reports
- Maintains knowledge of current child growth and development research
- Establishes and implements developmentally and culturally appropriate discipline procedures
- Recognizes and effectively responds to the physical, intellectual and emotional needs of young children
- Understands and implements emergency and safety procedures
- Participates in ongoing professional development as it relates to Early Learning and Care: such as unit bearing course work, approved trainings and/or conferences
- Understands and implements Title 22, Title 5 and California Community Care Licensing regulations
- Performs other related duties as assigned

Minimum Qualifications:

- Must be 18 years of age or older.
- Possession of, or be qualified to obtain, a current Child Development Associate Teacher Permit or higher level from the California Commission on Teacher Credentialing (CTC).
- Successful completion of 12 Early Childhood Education Units.
- Successful completion of 15-hours of training on preventative health practices:
- 8-hour Preventive Health Training for California licensed facilities certification (EMSA Approved).
- 8-hour Pediatric CPR/AED and First Aid certification
- Food Handler Certification
- At least 1 year of experience teaching in a Early Learning and Care setting
- Excellent organizational skills
- Ability to manage multiple and, at times, conflicting priorities
- Excellent interpersonal skills, including dealing tactfully and courteously with persons seeking information and expressing concerns about program policies and procedures

Preferred Qualifications:

- Bilingual (English/Spanish)
- A.A Degree in Early Childhood Education or Teacher Permit or higher or 24 ECE and 16 GE units
- Knowledge of Community Care Licensing regulations and documents

Other Requirements:

Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting fifty-five (55) pounds on an occasional basis and in excess of fifty-five (55) pounds with assistance. Ability to work at a desk; ability to stand for extended periods of time; ability to see for purposes of reading rules and policies and other printed matter; ability to hear and understand speech at normal levels; ability to communicate so others will be able to clearly understand; ability; ability to operate office equipment; ability to bend and twist; ability to reach in all directions.

- Possession of valid driver's license and Insurance
- TB testing
- Fingerprint background check
- Compliance with the MCOE dress code and other policies
- **IMMUNIZATIONS REQUIRED:** Must be current on the following immunizations per Senate Bill 792 in the State of California. Current proof of shots must be provided before hire: MMR (Measles, Mumps, Rubella), Pertussis (or DTaP immunization) and Influenza (or waiver)

Salary Range: CSEA MCOE – 20 Classified Range 46

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