



## PERMIT TEACHER – HEAD START [1-522]

### POSITION DESCRIPTION:

The purpose of Permit Teacher, Head Start, is for the purpose/s of facilitating preschool student success in developmental and interpersonal skills by implementing curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of preschool students; providing a safe and optimal learning environment; and providing feedback to students, parents, and administration regarding student progress, expectations, goals, etc.

### FUNCTIONS:

- Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement, and/or reinforcing classroom goals in the home environment.
- Assesses students' progress, expectations, goals, etc. for the purpose of providing feedback to students, parents, and administration (E)
- Provides instruction and supervision related to home-base parent training sessions (E)
- Utilizes the appropriate early childhood curriculum to ensure that the emotional, instructional, nutritional, and health needs of the children are met (E)
- Collaborates with school personnel, parents, and various community agencies for the purpose of improving the quality of student outcome
- Develops solutions and plans curriculum (E)
- Directs instructional assistants, volunteers, and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students (E)
- Instructs students for the purpose of improving their success in academic, interpersonal, and daily living skills through a defined course of study (E)
- Manages student behavior for the purpose of providing a safe and optimal learning environment (E)
- Participates in various meetings for the purpose of receiving and/or providing information
- Prepares teaching materials and related reports (e.g., grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and documenting student progress (E)
- Performs job assignment safely for the purpose of protecting people and property (E)
- Reports incidents (e.g., fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to Education Code and administrative and/or school policies (E)
- Performs other related duties as assigned

*(E) = Essential Function*

KNOWLEDGE of basic math, including calculation of fractions, percents, and/or ratios; interpret written procedures, write routine documents, and speak clearly; and understand multiple-step instructions.

SKILLS are required to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: Skill to instruct students in assigned areas of Head Start and career development; to effectively plan, develop, and implement programs related to the assignment; effectively communicate orally and in writing; and to understand and interpret laws and regulations.

ABILITY to schedule activities; often gather, collate, and/or classify data; and use basic job-related equipment; communicate effectively orally and in writing in English is required and in Spanish is desirable; analyze data utilizing defined but different processes; operate equipment using standard methods of operation; work with data of similar types and/or purposes; utilize job-related equipment; problem solving is required to analyze issues, create plans of action, and reach solutions; problem solving with data is limited and with equipment is limited; establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel; and perform job safely.

#### WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; driving a vehicle to conduct work; seeing to conduct inspection of data; lifting of record boxes; and stooping, bending, squatting, and kneeling in activities with small children. Generally the job requires 40 percent sitting, 40 percent walking, and 20 percent standing. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere.

#### MINIMUM QUALIFICATIONS

##### EXPERIENCE:

Experience relevant to the above duties will be considered when making the selection decision.

##### EDUCATION:

Bachelor's degree from an accredited college/university is required. A Bachelor degree in Early Childhood Education or closely related field is preferred.

##### CERTIFICATES/CREDENTIALS/LICENSES:

- Possession of a valid California Children's Center/Child Development Teacher Permit authorizing instruction in a child development center program (Refer to Commission on Teacher Credentialing pamphlet for Child Development Teacher Permit)
- Valid California Driver's License

You must provide copies of permit/credential as required for position or provide evidence of qualifying for required permit/credential with your application materials to qualify for the position.

##### PREEMPLOYMENT

- Fingerprint clearance
- TB clearance
- Some offers of employment are contingent upon successful passing of a physical examination including documentation, immunizations, and/or exemption as required.

SALARY SCHEDULE: 542 (185 days)  
546 (210 days)

Range: 1 - 5