

Child Care Center Teacher / Child Care Center Teacher Assistant

SUMMARY

Under the guidance and supervision of the Site Supervisor and Program Director, the ECE Teacher/Assistant/Sub will be responsible for providing a safe, clean, and supervised environment for children. Provides developmentally appropriate education and support to staff that advances the cognitive, language, physical, social and emotional growth for a classroom of up to 42 children in a California Department of Education State Funded California State Preschool Program (CSPP), up to 23 children California Department of Social Services General Child Care Program (CCTR), and First Five Funded program and ensures compliance with all existing state child care licensing regulations, program performance standards, policies, and procedures. This is a hands-on role and will require performing tasks associated with instruction and supervision of ECE children.

Along with center staff, individuals in this position will be responsible for supporting children and families of trauma, children with behavior challenges, and special and exceptional needs. For providing services in the care, supervision, development, and instruction of infants, toddlers, and preschoolers in a child development program that provides a safe, healthy, developmentally appropriate, educational, and supervised environment for children 0-5 years of age (e.g., indoors, and outdoors). Implements individual developmental goals for children; aids in providing ongoing assessments on children's progress and aids in facilitating educational transitions from the infant room to toddler room, to preschool and kindergarten; works cooperatively with all staff to discuss and aide in the implementation of daily plans in accordance with the current curriculum, incorporating the California Department of Education Standards. Is responsible for performing activities that ensure the safety, involvement, and creativity of each individual in the group, the respectful care of children, and advances the educational, intellectual, language, physical, social, emotional, and cognitive development of each child in a classroom in accordance with approved curriculum, center and agency policies, and philosophy. Encourage parent involvement in all aspects of the program.

ESSENTIAL DUTIES and RESPONSIBILITIES include but are not limited to the following: Perform other duties and responsibilities as assigned.

- Plan and implement developmentally appropriate curriculum for two (2) months to five (5) year old children.
- Ensure lesson planning, curriculum development, program implementation and parent communication.

Provide approval and authorization of final daily progress notes, maintenance of files and reports.

- Ensure the maintenance of a high-quality preschool environment, including equipment and facilities.
- Participate in long range planning and implementation of program goals.

- May be required to perform duties at different preschool sites.
- Participate in professional development and complete any necessary units to comply with licensing requirements and renewal terms of his/her Child Development Teacher Permit.
- Adhere to Title 5 and Title 22 licensing requirements (as applicable).
- Continually maintain written and verbal parent communication.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of subject matter/course content and resources relevant to assignment.
- Knowledge of and skills in using effective instructional strategies and practices.
- Skills in managing and promoting positive student behavior.
- Skills in organization, time management, and record keeping.
- Ability to effectively address and meet a wide range of academic, social/emotional and developmental needs for all types of learners.
- Ability to maintain confidentiality.

TRAVEL REQUIREMENTS

Must be able to travel as needed/required.

CONDITIONS OF EMPLOYMENT

- Must be able to pass fingerprinting (Live Scan) and criminal record clearance by the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).
- Must have tuberculosis (TB) clearance or obtain TB clearance before beginning work.
- Must have physical.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is required to walk, stoop, kneel, crouch, and/or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close supervision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily works in a classroom environment. While performing the duties of this job, the employee may be exposed to outside weather conditions.

Benefits:

- Dental insurance
- Health insurance
- Vision insurance
- 401K (optional)
- Paid Time Off

Schedule:

- 8-hour shift
- Monday to Friday

Required Documents:

- Resume
- Four (4) References
- Transcripts
- Commission on Teacher Credentialing (CTC) Permit

How to Apply:

Email Resume along with **transcript** and **agency application** to: **DeCondia Ferguson** at **dferguson@opendoorhelps.org**