

Current job opening with Community Action Marin’s Children and Family Services.

Job Title: Assistant Teacher
 Status: Full-time / Salaried / Non-Exempt
 Salary Range: \$28,122 – \$30,328 + Benefits

To apply, send resume to: Kelsey Lombardi, Alignment Project Manager at klombardi@camarin.org

Job Summary: Under the direction of the Supervisor, establishes and maintains supportive relationships with children and parents; develops and implements developmentally appropriate routines and curriculum for preschoolers or infants and toddlers. Encourages the cognitive, physical, emotional, social and development of the child.

KEY RESULT AREA

1. Maintains the health, safety and wellbeing of the classroom.
2. Implements curriculum.
3. Provide positive guidance
4. Provide an accepting environment
5. Contribute and collaborate amongst a team
6. Professionalism

KEY RESULT AREA	OBJECTIVES/ACTIVITIES
1. Maintains the health, safety and wellbeing of the classroom	a) Builds a close personal relationship with each child while attending to the child’s physical, emotional, and developmental needs. b) Prioritizes the supervision of children at all times inside the classroom and outside. c) Responsible for helping to prepare, serve, and clean up from meals/ snacks in the center according to specified nutritional and sanitary guidelines. d) Follow the Family Style Meals format for serving foods. Encourages mealtime conversations. e) Supports prevention of illness through daily health checks, daily cleaning, sanitizing/disinfecting procedures, and use of universal precautions. f) Assists children with routines such as eating, tooth brushing, toileting and diapering.
2. Implements curriculum	a) Helps guide children’s play experiences either individually or in small groups, in a way that promotes their development. b) Assists teachers in implementing activities from the lesson plan.

3. Provides positive guidance	<ul style="list-style-type: none"> a) Uses a variety of positive guidance techniques such as redirection, logical choices, and consequences. Supports student problem solving. b) Reinforces positive behavior consistently. c) Encourages children to understand and express their feelings. d) Is physically and verbally nurturing and supportive. e) Appropriately and effectively supports children during transition times.
4. Provides an accepting environment	<ul style="list-style-type: none"> a) Creates a warm, welcoming environment for children and parents. b) Establishes positive and productive relationships with parents. c) Utilizes books, materials, and written words representing a diversity of cultures and languages reflected in the children/families. d) Is inclusive of children with disabilities, and supports their IFSP/ IEP.
5. Contributes and collaborates with the classroom team.	<ul style="list-style-type: none"> a) Is a contributory team member, through activities, clear communication, and shared problem solving and decision making. b) Follows the CFS program's communication policy. c) Participates in all team and site meetings, in-service days, and training opportunities. d) Relieves the staff in the classroom to allow for appropriate breaks to be taken, and when meetings occur. e) Helps to support classroom substitutes and volunteers.
6. Professionalism	<ul style="list-style-type: none"> a) Demonstrates and follows all Head Start Performance Standards, CDE State requirements and Marin Head Start Policies and Procedures. b) Maintains congenial and respectful relations with management, staff, children, families and community. c) Maintains confidentiality in regards to staff and family information. d) Assists in filling in required paperwork including but not limited to, Food Program paperwork at each meal. e) Adheres to work schedule, arrival, breaks, etc. f) Notifies supervisor, prior to beginning of workday (when possible), when not able to come to work and arranges appropriate coverage. g) Follows health procedures including safe lifting, handwashing, and universal precautions. h) Exhibits a positive attitude regarding the agency and Children and Family Services.

Qualifications:

Education /Experience:

- No specific education or experience required however, units in Early Childhood Education is preferred.
- After the first year of employment, Site Assistants will need to enroll in ECE units until obtain at least 6 units to continue in the position.
- Experience working with and caring for children under the age of 5 in a group setting is preferred.
- Current or past CFS parents are a plus.
- Must be able to read and write in Spanish and/or English.
- Ability to communicate effectively verbally in English one on one and in small groups, at a level that communicates basic information.
- Ability to read and write simple reports and correspondence and to complete basic forms including the ability to read menus and complete Child Care Food Program paperwork.
- Basic mathematical skills.
- Ability to measure portions using units of measurement and volume (as relates to portions of food).

- Successfully complete an employment physical and provide proof of the absence of TB within 7 days of hire date.
- Current pediatric first aid and pediatric CPR certificate is preferred.
- Attend a mandated child abuse reporting training within first six months of employment.
- 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 in order to obtain a Criminal Record Clearance for the Department of Justice prior to beginning employment.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

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