

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

Job Title: Associate Teacher
 Status: Full-time / Salaried / Non-Exempt
 Salary Range: \$30,328 - \$37,954 + Benefits

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

Job Summary: Under the supervision of the 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 Preschool Teacher, the Associate Teacher assumes the responsibilities of the Teacher.

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. Positive Parent Relations
6. Contributes and collaborates with the team
7. 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. c) Follow the Family Style Meals format of serving foods. Encourages mealtime conversations. d) Supports prevention of illness through daily health checks, daily cleaning and sanitizing/disinfecting procedures and use of universal precautions. e) Documents and reports child accidents using the Incident Reporting procedure.
2. Implements curriculum	a) Assists in design of the weekly lesson plan and its implementation throughout the day. b) Observes children and provides differentiated instruction. Enters in observations online, weekly. c) Contributes to an enriched environment that is challenging, engaging and organized.

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) Utilizes books, materials, and written words representing a diversity of cultures and languages reflected in the children/families. c) Is inclusive of children with disabilities, and supports their IFSP/IEP.
5. Positive Parent relations	<ul style="list-style-type: none"> a) Establishes positive and productive relationships with families and refers any parent concerns to the head teacher. b) Shares information with parents on a regular basis regarding the growth and development of their child. c) Works with classroom team to encourage parent participation in their child's education (school to home activities, volunteering, attending parent events, etc.).
6. 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) Supports classroom substitutes and volunteers.
7. Professionalism	<ul style="list-style-type: none"> a) Demonstrates and follows all Head Start performance standards, CDE/ State regulations and Children and Family Services policies and procedures. b) Maintains congenial and respectful relations with management, staff, children and 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, sign-in sheets and in-kind. 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 the CAM/ Children and Family Services program i) Completes other duties as assigned.

Qualifications:

Education (must have obtained one of the following)

- 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.

And

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

Or

- A valid CDA credential with the appropriate age level endorsement.

Experience:

- At least six months of work experience in a licensed child care center or comparable group child care program. Letter from former employer may be requested for verification.
- Experience working with low-income families desirable.

Skills:

- Ability to read and write English and interpret documents such as safety rules and policy and procedures manuals. Ability to write simple reports and correspondence and to complete basic forms.
- Ability to communicate effectively verbally in English, one on one and in small groups.
- Ability to understand verbal English in order to receive feedback in English and to participate in trainings in English.
- For some positions English/ Spanish bilingual, or other language, may be required.
- Basic mathematical skills.
- Basic computer skills including Word, Excel, Outlook and Internet.

Knowledge:

- Knowledge of Head Start Performance Standards desirable.
- Must have Pediatric First Aid and Infant/Child CPR or be willing to obtain within first two weeks of employment.

Ability:

- Teachers are required to frequently bend, grasp, kneel, reach overhead, sit, squat, stand, stoop, twist, walk, and write on a daily basis.
- Teachers must also be able to lift and carry objects up to 25 pounds, and children up to 40 pounds for safety reasons.
- Fine Motor physical ability including simple and power grasp, pull, twist, and grip.
- Flexibility to readily adapt to changing environments.

Other:

- Due to the sensitivity and requirements of our positions, you should expect to undergo and be cleared of an employment background/criminal check, if extended an offer for employment.
- Successfully complete an employment physical and provide a copy of your immunization record showing the MMR and TDAP vaccines received.
- Proof of the absence of tuberculosis.
- You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

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