

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

Job Title: Preschool Teacher
 Status: Full-time / Salaried / Non-Exempt
 Salary Range: \$39,781 - \$47,244 + Benefits

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

Job Summary: Under the supervision of the Supervisor, the Preschool Teacher is responsible for supporting the overall functioning of the preschool classroom and ensuring that daily program in meeting the Head Start Performance Standards, CDE State Regulations and Community Care Licensing Regulations.

KEY RESULT AREA

1. Maintains the health, safety and wellbeing of the classroom
2. Implements curriculum
3. Individualizes approach
4. Provide positive guidance
5. Provide an accepting environment
6. Staff Development and Management
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) Provides an environment that meets all the requirements of Community Care Licensing. d) Ensures classroom meets required ratios and/or arranges for substitutes to cover absences. e) Follows the Family Style Meals format for serving foods. f) Supports prevention of illness through daily health checks, daily cleaning, and sanitizing/disinfecting procedures, and the use of universal precautions. Completes a quarterly health/safety checklist. g) Documents and reports child accidents using the Incident Reporting procedure. h) Organizes system for facility management including ordering supplies and equipment.
2. Implements curriculum	a) Creates a developmentally appropriate curriculum based on the fidelity of Creative Curriculum for Preschoolers and Second Step. Utilizes supporting strategies to implement curriculum (i.e. GLAD, Teaching Pyramid, etc.) b) Follows a continual reflective practice cycle of planning, observation, and assessment utilizing the DRDP assessment system online. c) Knows and understands child development and is knowledgeable about current best practice resulting from brain research.

3. Individualizes approach	<ul style="list-style-type: none"> a) Completes all new child orientation tasks, including for children who enter mid-year, within assigned timeframe. b) Conducts all developmental screenings, documents, and follows up on referrals. c) Integrates results of screening and ongoing assessments into classroom routines, curriculum, and ongoing individualization. d) Participates in all case management conferences and transition meetings to support children and families. e) Understands the Dual Language Policy and put it into practice in the classroom and when individualizing for students.
4. 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.
5. Provides an accepting environment	<ul style="list-style-type: none"> a) Creates a warm, welcoming environment for children and parents. b) Provides 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 Individualized Education Plan (IEP).
6. Staff Development/ Management	<ul style="list-style-type: none"> a) Supports all center staff through the use of reflective supervision and other techniques that support positive growth through clear communication, honest, and frequent feedback. b) Completes performance reviews in a timely manner. c) Conducts an orientation to the classroom for new employees. d) Supports and facilitates team- building through shared activities, clear communication, shared problem solving, and decision making. e) Follows the CFS program's communication policy. f) Participates in all team and site meetings, in-service days, and training opportunities. g) 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, CAM 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) Successfully completes paperwork on time and keeps current, accurate records. e) Models and adheres to work schedule, arrival, breaks, etc. Oversees supervisees in this regard as well. f) Notifies supervisor, <u>prior to beginning of workday (when possible)</u>, 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
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Qualifications:

Education (must have obtained one of the following)

- BA in Early Childhood Education, Child Development, Human Development, Sociology or an AA or BA in a related field and eligible for a valid California Child Development Teacher Permit.

Or

- BA in any field and a member of Teach for America.
- Three (3) units of Administration may be required depending on site.

Experience:

- At least one year experience working with groups of children under age five. Letter from former employer may be requested for verification.
- Experience in supervising adults.
- Experience working with low-income families desirable.

Skills:

- Strong verbal/ written communication and management skills.
- Bilingual English/Spanish desirable.
- Proficient computer skills including ability to enter data into DRDP computer based system.
- Ability to communicate effectively verbally in English one on one and in small groups.

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:

- Preschool 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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