Job Title: Assistant Teacher I / Assistant Teacher II

Reports to: Area/Site Supervisor

Department: Children & Family Services (CFS)

FLSA Classification: Non-Exempt

EEO Category: 5

Pay Rate: Salaried

Org Band: Frontline

SEIU Eligible: Yes

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 % OF TIME

1. Embody CAM Agency Core Competencies -
2. Maintains the health, safety and wellbeing of the classroom. 25%
3. Implements curriculum. 20%
4. Provide positive guidance 20%
5. Provide an accepting environment 10%
6. Contribute and collaborate amongst a team 15%
7. Professionalism 10%

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<th>KEY RESULT AREA</th>
<th>OBJECTIVES/ACTIVITIES</th>
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| 1. Embody CAM Agency Core Competencies | a) Equity mindset: a belief that all people have an equal opportunity to attain self-sufficiency. It’s about respecting all people equally regardless of background, race or gender.  
b) Expertise: the training and experience needed to ensure job success.  
c) Cultural humility: a humble and respectful attitude toward individuals of other cultures. It involves challenging our own cultural biases and a curiosity about other cultures.  
d) Client orientation: a recognition that the agency and all who serve in it are |
2. Maintains the health, safety and wellbeing of the classroom

- Builds a close personal relationship with each child while attending to the child’s physical, emotional, and developmental needs.
- Prioritizes the supervision of children at all times inside the classroom and outside.
- Report to teacher any relevant observations about children, all injuries, and any issues that need to be communicated.
- Responsible for helping to prepare, serve, and clean up from meals/snacks in the center according to specified nutritional and sanitary guidelines.
- Follow the Family Style Meals format for serving foods. Encourages mealtime conversations.
- Supports prevention of illness through daily health checks, daily cleaning, sanitizing/disinfecting procedures, and use of universal precautions.
- Assists children with routines such as eating, tooth brushing, toileting, and diapering.

3. Implements curriculum

- Helps guide children’s play experiences either individually or in small groups, in a way that promotes their development.
- Assists teachers in implementing activities from the lesson plan.
- Assist teachers in completing an ITERS, ECERS, or SACERS (once a year).

4. Provides positive guidance

- Uses a variety of positive guidance techniques such as redirection, logical choices, and consequences. Supports student problem solving.
- Reinforces positive behavior consistently.
- Encourages children to understand and express their feelings.
- Is physically and verbally nurturing and supportive.
- Appropriately and effectively supports children during transition times.

5. Provides an accepting environment

- Creates a warm, welcoming environment for children and parents.
- Establishes positive and productive relationships with parents. Reports to teacher any issues, needs or concerns expressed by parents.
- Utilizes books, materials, and written words representing a diversity of cultures and languages reflected in the children/families.
- Is inclusive of children with disabilities, and supports their IFSP/IEP.

6. Contributes and collaborates with the classroom team

- Is a contributory team member, contributes to the team with all classroom routines and responsibilities such as meal preparation, toileting, and clean up.
- Uses clear communication, and shared problem solving and decision making.
- Participates in all team and site meetings, in-service days, and training opportunities.
- Relieves the staff in the classroom to allow for appropriate breaks to be taken, and when meetings occur.
- Helps to support classroom substitutes and volunteers.
7. **Professionalism**

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<tr>
<td>a)</td>
<td>Demonstrates and follows all Head Start Performance Standards, CDE State requirements and Children and Family Services Policies and Procedures.</td>
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<td>b)</td>
<td>Maintains congenial and respectful relations with management, staff, children, families and community.</td>
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<td>c)</td>
<td>Maintains confidentiality in regards to staff and family information.</td>
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<td>d)</td>
<td>Assists in filling in required paperwork including but not limited to, Food Program paperwork at each meal.</td>
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<td>e)</td>
<td>Adheres to work schedule, arrival, breaks, etc.</td>
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<td>f)</td>
<td>Follows health procedures including safe lifting, handwashing, and universal precautions.</td>
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<td>g)</td>
<td>Exhibits a positive attitude regarding the agency and Children and Family Services.</td>
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<td>h)</td>
<td>Follows Community Action Marin Code of Ethics</td>
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**Qualifications**

**Education /Experience:**

- **TAI** - Prefer someone with 6 college units in Early Childhood Education/CDA. Alternatively, will consider a candidate who can successfully take the 6 ECE units in the first year of employment.
- **TÁII** - Must have at least 6 units of Early Childhood Education or Child Development
- 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.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
- 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 with in 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.

**Physical Requirements**

- Bend: flexion of the upper trunk forward while standing and knees extended, or knees flexed when sitting
- Lift: exertion of physical strength to move objects 10-25lbs from one level to another
- Carry: hold or rest weighted objects 10-25lbs directly on hands, arms, shoulders or back while moving from one location to another
- Lift 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.
• Climb: ascend/descend with gradual or continuous progress, using both hands and feet
• Push: exertion of force on or against an object (weight/size) to move it from one location to another.
• Feel: perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin

Acknowledgements

Community Action Marin is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at our agency are based on business needs, job requirements, merit, alignment with agency core competencies, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Community Action Marin will not tolerate discrimination or harassment based on any of these characteristics.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I can perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

SIGNATURE: _______________________________ DATE: ___________________________