Job Title: Associate Teacher

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: No

Job Summary: Under the supervision of the Area/Site Supervisor, 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 % OF TIME
1. Embody CAM Agency Core Competencies -
2. Maintains the health, safety and wellbeing of the classroom 20%
3. Implements curriculum 20%
4. Provide positive guidance 15%
5. Provide an accepting environment 15%
6. Positive Parent Relations 10%
7. Contributes and collaborates with the team 10%
8. Professionalism 10%

KEY RESULT AREA OBJECTIVES/ACTIVITIES
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.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| 2. Maintains the health, safety and wellbeing of the classroom | h) Builds a close personal relationship with each child while attending to the child’s physical, emotional, and developmental needs.  
  i) Prioritizes the supervision of children at all times.  
  j) Follow the Family Style Meals format of serving foods. Encourages mealtime conversations.  
  k) Supports prevention of illness through daily health checks, daily cleaning and sanitizing/disinfecting procedures and use of universal precautions.  
  l) Documents and reports child accidents using the Incident Reporting procedure. |
| 3. Implements curriculum | a) Implements the Creative Curriculum fully in their classrooms. Utilizes strategies to enhance the curriculum (i.e SEAL, GLAD, Teaching Pyramid, etc.)  
  b) Uses the reciprocal approach to planning and individualizing the curriculum for children. This entails observing children, reflecting on the observations, plan developmentally appropriate activities and use the observations to inform children’s assessment utilizing the DRDP system online.  
  c) Has a strong knowledge of best practices in the field of early childhood development.  
  d) Assist teachers in completing an ITERS, ECERS, or SACERS (once a year). |
| 4. Provides positive guidance | 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. |
| 5. Provides an accepting environment | 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. |
| 6. Positive Parent relations | a) Establishes positive and productive relationships with families and refers any parent concerns to the Teacher or Supervisor.  
  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.). |
| 7. Contributes and collaborates with the classroom team. | a) Is a contributory team member, contributes to the team with all classroom routines and responsibilities such as meal preparation, toileting and cleaning up.  
b) Uses clear communication, and shared problem solving and decision making.  
c) Participates in all team and site meetings, in-service days, and training opportunities.  
d) Supports classroom substitutes and volunteers. |
|---|---|
| 8. Professionalism | a) Demonstrates and follows all Head Start performance standards, CDE requirements 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) Follows health procedures including safe lifting, handwashing, and universal precautions.  
g) Exhibits a positive attitude regarding the agency and the CAM/Children and Family Services program  
h) Completes other duties as assigned.  
i) Follows Community Action Marin Code of Ethics |
| 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.  
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
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.

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.

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
- 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.
- Carry: hold or rest weighted objects 10-25lbs directly on hands, arms, shoulders or back while moving from one location to another
- 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