

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: TEACHER
DESCRIPTION: CHILDREN'S SERVICES
JOB TITLE: ASSOCIATE TEACHER

BASIC FUNCTION:

Under the direction of the Director of Children's Services or Teacher, the Associate Teacher will deliver high quality early care and education, provide a developmentally appropriate curriculum in a safe nurturing environment, and assist with other program components and evaluation at the classroom site. Associate Teacher will meet the individual needs of children and promote developmental progression in the areas of Social and Emotional Development, Language and Literacy, Cognition including Math and Science, and Physical Development that promotes positive school readiness.

REPRESENTATIVE DUTIES:

Support the classroom teacher in planning and implementation of an enriched early care and education environment for assigned children. **E**

Set up activities, learning experiences, and environments that support learning foundations and areas connected to children's interests, developmental levels, and connected to current developmentally appropriate curriculum. **E**

Assist with planning and facilitation of a variety of developmentally appropriate activities on a daily basis to collect data for assessments and individual needs. **E**

Ensure children are safe and supervised at all times and engage in positive interactions. **E**

Assist teacher in the delivery of educational and behavioral support that allows children with varied and individual needs guidance and assistance. **E**

Assist teacher in the preparation of daily reports and maintain positive communication with team. **E**

Assist children with physical needs and social emotional development. **E**

Attend to physical needs of children as needed. **E**

Assist with completing observations and written anecdotal notes on each child to identify developmental growth for screenings and assessments. **E**

Ensure the indoor and outdoor environment meets Environmental Rating Scale, state, federal, and licensing guidelines. **E**

Check the indoor and outdoor environment prior to the arrival of the children and ensure the facility is maintained in a clean, safe environment. **E**

Greet or ensure that parents and children are greeted at arrival and departure. **E**

Assist with brief health check upon children's arrival. **E**

Dispense medications with written consent and maintain records related to dispensed medications. **E**

Ensure that family style meals are served to children using sanitary methods. **E**

Maintain clean, healthy, safe and supportive learning environment. **E**

Assist with monitoring the use of materials and order supplies as needed. **E**

Make referrals to appropriate sources based on assessments and observations. **E**

Report any suspected child abuse as required by law. **E**

Provide naptime as is appropriate for each child on a regular basis. **E**

Assist with parent collaboration to develop family goals and Individualized Learning Plan and provide information and referrals as needed. **E**

Assist and participate in parent meetings and family events as assigned. **E**

Educate parents about the stages of development and behavior management strategies. **E**

Assist with annual evaluation of Assistant Teachers. **E**

Assist and participate in parent meetings and family events as assigned. **E**

Participate in weekly team meetings with staff to evaluate and plan for program needs. **E**

Facilitate parent participation and share information and ideas for parents to use with their children at home to enhance their role as the child's first teacher. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current concepts used in Early Childhood Education

State and Federal Regulations

Parent involvement techniques

Health, safety and nutrition requirements

Methods of observing, evaluating and record keeping

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

ABILITY TO:

- Plan, develop and implement lesson plans
- Maintain records and prepare reports
- Interact effectively with children and adults
- Maintain a healthy and safe environment
- Plan and organize work
- Maintain confidentiality
- Operate a variety of equipment
- Communicate effectively both orally and in writing
- Work cooperatively with others
- Lift and carry objects weighing up to 40 pounds
- Translate verbal and written communication in English/Spanish, preferred

EDUCATION AND EXPERIENCE:

Preferred requirements: Child Development Associate (CDA) credential or Associate Degree or higher in Early Childhood Education or related field; and possess a Child Development Associate Teacher Permit; and continued enrollment toward Child Development Teacher Permit.

Minimum requirements: 12 core units: 6 units-Programs/Curriculum, 3 units-Child/Human Growth and Development, 3 units-Child, Family & Community, or Child and Family Relations; and possess or be eligible to apply for Child Development Associate Teacher Permit; and continued enrollment toward Child Development Teacher Permit. .

Additional Infant/Toddler assignment requirement: 6 units of Infant/Toddler development coursework

Substitute requirements: 12 core units

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Possess or be eligible to apply for Child Development Associate Teacher Permit

Possession of Pediatric CPR and First Aid certification, preferred

Proof of the following immunizations: Measles, Pertussis and Influenza. Staff must submit proof that they have received or declined the Influenza vaccine to the Administrative Program Specialist every year between August 1 and December 1.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor classroom

Constant interruptions

PHYSICAL ABILITIES:

Lifting objects and children weighing up to 40 pounds

Carrying, pushing, and pulling

Hearing and speaking to exchange information and instruct students

Bending at the waist, kneeling or crouching

Seeing to monitor children in classrooms or at play

Sitting or standing for long periods of time

Reaching overhead and above shoulders

Dexterity of hands and fingers to operate standard office equipment, including a computer keyboard
as well as a variety of instructional materials and equipment
Driving a vehicle to conduct work

HAZARDS:

Exposure to childhood diseases and ailments
Exposure to body fluids and blood-borne pathogens
Hostile or disorderly children who may exhibit physical aggression

Employee Group: Certificated – Unrepresented

FLSA Status: Exempt

Salary Schedule: 280

Approval Date: October 2020