

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: TEACHER**

**CLASSIFICATION: CHILDREN'S SERVICES**

**JOB TITLE: TEACHER**

### **BASIC FUNCTION:**

Under the direction of the Director of Children's Services or designee, the 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. 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. Teacher will encourage parent participation, assisting with other program components at the classroom site and assisting in the evaluation of the education component to ensure a quality program is maintained.

### **REPRESENTATIVE DUTIES:**

Plan and carry out a developmentally appropriate curriculum, along with small and large group activities daily, as well as individual plans for each child with special needs. **E**

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

Plan and facilitate a variety of developmentally appropriate activities on a daily basis to collect data for assessments and individual needs. **E**

Maintain lesson plans, which details strategies and objectives for providing a developmentally appropriate curriculum and are in line with assessments and the Individualized Learning Programs developed with the parent for each child. **E**

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

Complete observations and write anecdotal notes on each child to identify developmental growth for screening and assessments. **E**

Implement and document regular evaluations of each child's progress. **E**

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

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

Monitor all site safety and supervision. **E**

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

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

Ensure the completion of brief health checks upon children's arrival. **E**

Assess developmental level and assist with various screenings and assessments for each child. **E**

Organize developmentally appropriate class field trips to broaden students' experiences. **E**

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

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

Assist parents to plan and conduct monthly parent meetings. **E**

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

Facilitate parent participation in consultation on program component guidelines and involve parents in all aspects of the program. **E**

Provide information and referrals as needed. **E**

Prepare and share information and ideas for parents to use with their children at home to enhance their role as the child's first teacher and to further their child's growth and development. **E**

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

Teach parents alternative discipline strategies such as problem-solving. **E**

Supervise and conduct annual evaluation of the classroom Associate/Assistant Teacher and the other classroom participants. **E**

Maintain a well-organized work space and classroom, including good repair and maintenance of program supplies and materials. **E**

Maintain accurate attendance and meal count records. **E**

Complete and submit monthly reports and documentation as required. **E**

Maintain positive communication with team. **E**

Participate in ongoing assessment of the program. **E**

Work in cooperation with other staff members to strengthen skills and increase effectiveness. **E**

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

Operate a variety of equipment including a copier, laminator, camera, tape recorder, TV, and other machines and equipment as assigned. **E**

Perform related duties as assigned.

### **QUALITY IMPROVEMENT COACH**

Perform all duties under REPRESENTATIVE DUTIES for Teacher plus the following:

Mentor teachers and classroom teams to enhance program quality under the supervision of the Area Manager. **E**

Encourage, support, motivate, and engage with teaching teams that builds upon daily practices. **E**

Build relationships and support classroom teams towards positive outcomes. **E**

Utilize domains of Classroom Assessment Scoring System (CLASS) and Environmental Rating Scales to guide and support growth. **E**

Serve as a model for classroom staff to enhance overall quality. **E**

Maintain support for new teachers while they gain knowledge of their role and responsibilities. **E**

Facilitate monthly curriculum planning meetings with teachers that enhance children's learning and overall program quality. **E**

Support teachers with routines and interactions that contributes to social-emotional support and positive staff-child interaction. **E**

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Current concepts used in Early Childhood Education including Developmentally Appropriate Practices  
State and Federal regulations and policies

Parent involvement techniques

Child psychology and development

Appropriate health, safety and nutrition requirements and procedures

Methods of observing, evaluating and recording child growth and development

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Requirements of maintaining confidentiality

Infant/Child/Adult CPR and First Aid

#### **ABILITY TO:**

Develop and implement lesson plans

Interact effectively with children and adults

Maintain a healthy and safe environment

Provide First Aid and/or CPR when necessary

- Plan and organize work
- Maintain records and prepare reports
- Meet schedules and timelines
- Work independently with little direction
- Train and provide work direction and guidance to others
- Maintain confidentiality
- Communicate effectively both orally and in writing
- Lift and carry objects weighing up to 40 pounds
- Operate a variety of office equipment to perform assigned duties

**EDUCATION AND EXPERIENCE:**

Preferred requirements: Associate's Degree or higher in Early Childhood Education or a related field; 3 units supervised field experience in ECE/CD; and a Child Development Teacher Permit, with continued enrollment toward a Child Development Site Supervisor Permit. Minimum of two years teaching experience.

Minimum requirements: 24 units in Early Childhood Education including the 12 core units + 16 General Education units; possess or be eligible to apply for a Child Development Teacher Permit.

Additional Infant/Toddler assignment requirement: 6 units of Infant/Toddler development coursework and 3 ECE/CD units of administration

Additional Preschool assignment requirement: Continued enrollment toward a Baccalaureate Degree in Early Childhood Education or related field

Quality Improvement Coach: Bachelor's Degree or higher with 12 units of ECE/CD + 3 units supervised field experience in ECE/CD setting; possess or be eligible to apply for a Child Development Site Supervisor Permit

Substitute Teacher requirements: 12 core units

**LICENSES AND OTHER REQUIREMENTS:**

Possess or be eligible to apply for Child Development Teacher Permit

Valid California driver's license

Bilingual abilities (English and Spanish) desirable; may be required to read, write, translate and interpret English and Spanish

Infant/Child/Adult CPR and First Aid certificate

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, pushing, pulling or carrying objects and children weighing up to 40 pounds
- Hearing and speaking to exchange information and instruct students
- Hearing and speaking to exchange information by telephone or in person
- Sitting or standing for long periods of time

Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Dexterity of hands and fingers to operate standard office equipment, including a computer keyboard  
as well as a variety of instructional materials and equipment  
Bending at the waist, kneeling and squatting  
Seeing to monitor children in classrooms or at play  
Driving a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens, childhood diseases and communicable diseases  
Hostile or disorderly children who may exhibit physical aggression

**Employee Group:** Certificated – Unrepresented

**FLSA Status:** Exempt

**Salary Schedule:** 280

**Approval Date:** November 2020