

CAPE, INC.

Job Title:	Head Start / Early Head Start Teacher FT (12 months)
Classification:	Non-Exempt; Fulltime, 40 hours/week
Salary range:	Hourly, Commensurate with education and experience
Benefits:	Health and Welfare insurance (medical, dental, vision), life insurance, vacation, sick leave and education reimbursement program
Direct Report:	Center Director

Summary : The Head Start / Early Head Start Teacher works with children individually, and in small and large groups as part of the cooperative classroom team, assisting them in building confidence and increasing self esteem.

Primary Responsibilities:

- Carry out the goals, policies, procedures and activities designed to implement CAPE, Inc. educational objectives, Head Start Performance Standards and CDE Regulations
- Implement and plan a developmentally appropriate, emergent, anti-bias curriculum, obtaining input from parents and other staff which includes aspects of all relevant Head Start State Preschool components
- In collaboration with other staff and parents, develop and prepare lesson plans
- Conduct effective circle time
- Maintain a stimulating developmentally appropriate classroom environment
- Conduct assessments on all children
- Develop individual development plan for all children
- Conduct and record ongoing observations of children
- Participate in evaluation sessions to review children's progress and needs and revise and update curriculum
- Compile and maintain a portfolio to demonstrate growth and development of skills for each child
- Observance and application of safety practices at all times

Additional Responsibilities include but not limited to:

- Conduct home visits for Head Start and EHS children (minimum twice yearly)
- Conduct Parent-Teacher conferences (minimum twice yearly)

- Maintain effective and professional relationships with enrolled families
- Encourage parent involvement in all phases of the program
- Ensure that snacks and meals are served “family style” with an adult seated at the table with children
- Ensure proper storage of food on daily and weekly basis
- Ensure that children with exceptional needs are fully included in all program activities
- Adhere to child abuse reporting requirements
- Maintenance and upkeep of the classroom, the children and the site
- Meet food handling and safety requirements
- Diapering and toileting children
- Effective classroom management

Qualification Requirements

Skills, Knowledge and Abilities

- Effective communication skills – both oral and written
- Analytic skills
- Organizational skills
- Job knowledge
- Teamwork/Effective interpersonal relationship with co-workers
- Professionalism
- Comprehension of job-related responsibilities
- Detail-oriented
- Customer service oriented
- Initiative/Flexibility

Education

- BA or AA degree in Early Childhood Education or Early Childhood Development or a BA/AA in another field with 30 units in ECE/ECD
- 3 units in Infant Toddler with an Associate degree (preferred)
- California Teacher Permit

Other Requirements

- Possession of a valid California driver’s license, reliable transportation and valid vehicle insurance
- Ability to work within the philosophy of the CAPE program

Desirable Qualifications

- Previous experience in a Head Start or State Preschool program
- Bi-lingual skills; especially Spanish/English, Farsi/English
- BA degree or in process of completion

Physical Demands

- While performing the duties of this job, the employee is regularly required to stand, walk, bend, sit, use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Ability to lift and carry up to 20 pounds frequently, and/or up to 50 pounds occasionally.
- Specific vision ability required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The work environment characteristics involve a moderate amount of noise.

Required language:

- bilingual in Spanish or Farsi desired

Required license or certification:

- Teacher Permit Required