



CAPE Inc.

Community Association for Preschool Education
3095 Independence Drive, Bldg. B, Suite A, Livermore, CA 94551



Time: 40 hours per week

Benefits: Health Insurance (health, dental, vision), sick leave, vacation leave, education reimbursement

Summary:

The Assistant 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
- Assist in planning and implementing 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
- Ensure and maintain a clean and safe learning environment for children on a daily basis.
- Assist in compiling and maintaining a portfolio to demonstrate growth and development of skills for each child
- Observance and application of safety practices at all times including supervision and maintaining proper ratios.

Additional Responsibilities include but not limited to:

- Assist Teacher and Associate Teacher as needed
- Maintain effective and professional relationships with enrolled families
- Develop and maintain well-defined lines of communication and professional boundaries.
- Collaborate and establish effective working relationships with teachings staff and agency management.
- 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 that menu production records are accurate.
- Assists with 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

- Maintain a system of confidentiality of records and information on Head Start children and families.
- Meet food handling and safety requirements
- Diapering and toileting children
- Effective classroom management
- Ensure that daily routines and functions of the classroom are working and being implemented.
- All other duties as assigned

Qualifications 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

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 includes: 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.

Qualifications:

- Must possess a current Child Development Permit
- AA degree or currently enrolled in a child development program leading towards and associate degree, or AA degree in another field and with ECE coursework.
- Previous experience in a Head Start or State Preschool program
- Bi-lingual skills; Spanish/English, Farsi/English

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

How to apply:

Please visit our website www.capeheadstart.org. You may download an application from our website to complete and email with a copy of your resume to hr@capeheadstart.org.

You may also fax your resume and the completed application to: (925) 443.9384

CAPE, Inc. is an Equal Employment Opportunity employer.