

CAPE, INC.

Job Title: Early Head Start Teacher FT (12 months)

Classification: Non-Exempt; Fulltime, 40 hours/week

Position Rate of Pay: \$19 hr for 4yr degree in ECD; \$18 hr for 2yr degree in ECD

Benefits:

- up to 15 days of accrued sick
- up to 10 days of accrued vacation
- 13 paid holidays after probation
- 100% paid medical - monthly premium

Direct Report: Site Supervisor/Center Director

Summary : The 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

Employee Acknowledgment:

I understand and agree to the above stated job responsibilities. Any questions regarding my duties, responsibilities and goals will be directed to my immediate supervisor/manager.

Receipt of a copy of the Job Description is acknowledged

Employee Signature

Date