

# CAPE, INC.

**Job Title:** Teacher Assistant (12 months)

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

**Position Description:** The Teacher Assistant works with pre school children individually and in small and large groups as part of the cooperative classroom team. The team includes One Site Supervisor / Teacher, Teachers, Assistants, a family advocate and parent volunteers.

**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

**Education:**

- 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.
- A minimum of 12 semester units completed in Early Childhood Education or Child Development and a Associate Teacher Permit or higher

**Other Requirements:**

- Previous experience in a Head Start or State Preschool program desired
- 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
- Demonstrated ability to communicate positively and work effectively with low-income adults and children from a variety of ethnic and cultural backgrounds
- Possession of a valid California driver's license, reliable transportation and valid vehicle insurance
- Bi-lingual candidates who are fluent in both Spanish and English, preferred not mandatory.