

## CAPE, Inc.

### Early Head Start Teacher (2 positions)

**Position Description:** 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**

- At least 3 units under Infant Toddler
- Teacher permit; Child Development permit/Associate 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.

### **How to apply:**

Please visit our website [www.capeheadstart.org](http://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](mailto: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.