

## CAPE Inc.

### Teacher – On-Call Substitute

#### **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, educational objectives, and activities designed to implement CAPE, Inc.
- Assist in planning and implementing a developmentally appropriate, emergent, anti-bias curriculum, obtaining input from parents and other staff.
  - In collaboration with other staff and parents, develop and prepare lesson plans.
  - Maintain a stimulating developmentally appropriate classroom environment.
- Assist in:
  - Develop individual development plan and participate in parent conference for all children.
  - Record ongoing observations of children.
- Observance and application of safety practices at all times.

#### **Health & Safety**

- Adhere to health and safety requirements.
- Report all incidents to Lead Teacher / Supervisor in a timely manner.
- Direct supervision of children at all times.

#### **Additional Responsibilities include but not limited to:**

- Conduct Parent-Teacher conferences Maintain effective and professional relationships with enrolled families.
- Encourage parent involvement in all phases of the program.
- Ensure that snacks are served “family style” with an adult seated at the table with children.
- 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.
- Maintenance and upkeep of the classroom, the children and the site.
- Meet food handling and safety requirements.
- Diapering and toileting children.
- Effective classroom management.
- Safety observance and application of safety practices at all times.

## **Qualification Requirements**

### **Skills, Knowledge and Abilities**

- Effective communication skills – both oral and written.
- Organizational skills.
- Job knowledge.
- Teamwork/Effective interpersonal relationship with co-workers.
- Professionalism.
- Ability to work with and communicate positively and work effectively with low-income young adults and children from a variety of ethnic and cultural backgrounds.

### **Education**

- AA or BA degree in Early Childhood Education (ECE), or 24 ECE / ECD units.
- Child Development Teacher Permit or Associate Teacher Permit.
- Completion of 3 Infant / Toddler Semester Units.

### **Experience (minimum)**

- Experience working with children 0-3 years of age.
- Ability to communicate positively and work effectively with low-income young adults and children from a variety of ethnic and cultural backgrounds.
- Experience preferred working with teen parents and youth.

### **Other Requirements**

- Possession of a valid California driver's license, reliable transportation and valid vehicle insurance.
- Promote the philosophy of the CAPE program

### **Desirable Qualifications**

- Bi-lingual skills; Spanish/English, Farsi/English preferred.

### **Physical Demands**

- While performing the duties of this job, the employee is regularly required to stand, walk, bend, and sit.
- Ability to lift and carry up to 20 pounds frequently, and/or up to 50 pounds occasionally.
- 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.