

## CAPE, INC.

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

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

**Salary range:** \$19 per hour w/ 4yr degree ECD, \$18 per hour w/ 2yr degree ECD, \$17 per hour w/ 4 core classes & 1 infant toddler class

**Benefits:** CAPE offers: up to 15 accrued sick days, up to 10 accrued vacation days, 13 paid holidays after probation, 100% paid monthly medical premium for the employee, 50k life insurance, and up to \$350 tuition reimbursement per semester.

**Direct Report:** 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 ages (0 - 3) years
- 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 preferred
- 3 units in Infant Toddler (required)
- California 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.