

CAPE Inc, Community Association for Preschool Education – Livermore, CA

CAPE, Inc. has a wonderful opportunity for an **Early Head Start Teacher, Full Time (FT), 12 Months**

- Position is Non-Exempt, Full Time (40 hours/week)
- Pay Rate: \$20 per hour with 4-year degree ECD, \$19 per hour with 2-year degree ECD
\$18 per hour with 4 core classes/Associate teacher permit & 3 infant toddler units
- Eligible for group benefits plans including medical, dental, vision, life and retirement; paid Holidays, vacation and sick days; educational assistance
- Reports to Center Director

Agency Overview:

CAPE, Inc. headquarters is in Livermore, and provides early childhood education services (Head Start and Early Head Start preschool programs) in Livermore, Dublin, Pleasanton, and Hayward areas. CAPE offers a cohesive environment for passionate people who want to make a significant contribution to early childhood education, social/emotional development and early childhood mental health.

Position Overview: 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.

Essential Functions:

- 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

- Adhere to child abuse reporting requirements
- Ensure that children with exceptional needs are fully included in all program activities
- Conduct home visits for Head Start and EHS children (minimum twice yearly)
- Maintain effective and professional relationships with enrolled families
- Encourage parent involvement in all phases of the program
- Meet food handling and safety requirements
- 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
- Diapering and toileting children (0-3 years old)
- Maintenance and upkeep of the classroom, the children, and the site
- Effective classroom management
- Observance and application of safety practices always

Qualifications and Requirements

- 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 Teacher Permit
- Possession of a valid California driver’s license, reliable transportation and valid vehicle insurance
- Ability to work within the philosophy of the CAPE program
- Effective communication skills – both oral and written
- Analytical and organizational skills
- Teamwork/Effective interpersonal relationship with co-workers
- Professionalism; flexibility
- Comprehension of job-related responsibilities
- Detail-oriented; Customer service oriented

Desirable Qualifications

- Previous experience in a Head Start or State Preschool program
- Bi-lingual skills; especially Spanish/English; Farsi/English

Join our team today! Submit your cover letter and resume to hr@capeheadstart.org

CAPE, Inc. is an equal employment opportunity employer and provides the opportunity to qualified persons to seek, obtain, and hold employment with the Agency without discrimination on account of race, religion, color, sex, sexual orientation, pregnancy, national origin, gender, medical condition, age, marital status, veterans’ or military status, non-job physical or mental handicap or disability status, genetic information, except if there exists a lawful bona fide occupational qualification or other classification protected by applicable federal, state or local laws. www.capeheadstart.org