



Posted: August 18, 2016
Open Until Filled

POSITION: ASSOCIATE TEACHER OR TEACHER
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: REDWOOD MOUNTAIN AND HIGHLANDS PARK
CHILD DEVELOPMENT CENTERS
CHILD DEVELOPMENT DIVISION OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under supervision by the site supervisor, the associate teacher or teacher assists the site supervisor in providing a quality, developmentally appropriate program for children. The associate teacher or teacher oversees the environment in an assigned classroom, assuring child health and safety, helping to develop appropriate curriculum, and building positive relationships with children, parents and staff.

DUTIES AND RESPONSIBILITIES:

1. The health and safety of children is the #1 priority. Reads and adheres to "Safety Practices and Protocols" to ensure safety of children.
2. Plans and implements curriculum projects and activities with team members with a special focus on a primary group of children.
3. Ensures a developmentally appropriate, nurturing environment that meets the needs and expressed interest of the children in language development, early literacy, creative expression, pre-math skills, social/emotional development, positive conflict resolution and independent thinking.
4. Supports and upholds NAEYC Accreditation criteria; participates in annual self-study.
5. Oversees, creates and maintains age-appropriate indoor/outdoor environment.
6. Provides leadership in assigned classroom to include training, modeling, coaching and mentoring of Associate Teachers, subs and volunteers.
7. Assists in the planning and implementation of Parent/Teacher & Parent Council meetings and attends and participates in parent meetings.
8. Complies with State mandates of Desired Result for Families and Children mandates as follows:
 - a. Conducts regular written observations of children in the primary care group to assess their strengths and needs and to document their developmental growth.

- b. Completes written observations on primary care group and links those observations to the 42 Measures.
 - c. Completes Developmental Profile-r and Written Goals for every primary care child within 60 days of enrollment and every six months thereafter.
 - d. Uses the Developmental Profile and Child Summary Sheet for Parent Conferences to share information and establish goals for child with parent.
 - e. Uses the Developmental Profile-r and written goals to plan and implement developmentally appropriate curriculum and activities linked to goals of each individual child as well as the developmental needs and expressed interest of the group.
- 9. Completes annual program evaluation using Environmental Rating Scale (ECERS) with classroom group.
 - 10. Participates in annual staff satisfaction survey.
 - 11. Assists with meals and snacks to include the setup, serving and cleanup of meals following Child Care Food Program State guidelines.
 - 12. Keeps detailed and accurate records of food purchased and consumed at all Centers in compliance with the Child Care Food Program
 - 13. Assists with indoor/outdoor set-up and clean-up and opening / closing of center.
 - 14. Supports fundraising efforts for the Division.
 - 15. Maintains professional competence through participation in continuing education.
 - 16. Complies with all policies and practices as detailed in agency Personnel Policies.
 - 17. Observes safety and health standards as detailed in "Employee Injury and Illness Prevention Program" handbook.
 - 18. Remains knowledgeable about current Center Emergency and Disaster plans and know your specific responsibilities. Conduct monthly safety drills in assigned classroom.
 - 19. Knows location of, and how to use emergency shut-off for water, electricity and gas.
 - 20. Practices fire, earthquake and emergency evacuation drills monthly with class group.
 - 21. In accordance with the Community Bridges Customer Service Plan, provides excellent customer service to clients, colleagues, and the public.
 - 22. Develops and maintains positive community relationships with clients, coworkers, supervisors, partners, stakeholders, and the public.
 - 23. Communicates effectively and respectfully with parents, staff and volunteers at the Center, including persons from different racial, cultural and ethnic groups and from different backgrounds and lifestyles.
 - 24. Performs related duties as assigned.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM REQUIREMENTS:

Knowledge of:

- methods, philosophy and techniques of early childhood education; and
- report preparation and record keeping.

Ability to:

- plan, organize and implement a developmentally appropriate program for children and/or infants;
- work effectively and respectfully in collaboration with coworkers as part of the team;
- use a supportive approach to manage children, especially when dealing with children with physical limitations, developmental or learning delays and emotional challenges;
- respond calmly and appropriately to children's undesirable behavior such as hitting, kicking, throwing things, spitting or name calling, etc.; and
- react quickly and properly to keep children safe in all circumstances including emergencies.

LICENSING REQUIREMENTS:

- Within six months of hire, must be able to obtain a Child Development Associate Teacher permit or higher issued by the CA Commission on Teacher Credentialing. The minimum requirements to obtain an Associate Teacher permit are as follows:
 - Must have 12 Early Childhood Education (ECE) units, including core courses in Curriculum, Child Family & Community, and Child Growth Development.
 - Must have at least 50 days of experience in paid or unpaid work in a child care setting in the previous 2 years.
- Must maintain an active permit once obtained, which requires completion of a minimum of 105 hours of professional growth every five years.

PHYSICAL REQUIREMENTS

- Ability to lift up to 40 pounds.
- Ability to stoop, bend, kneel, push, pull, and turn body quickly and get up and down from ground level frequently throughout the day.
- Ability to stand for long periods of time.

OTHER REQUIREMENTS:

- Must provide transcripts of college courses prior to beginning employment.
- Must be fingerprinted, complete a Child Abuse Index Check form, and be criminally cleared prior to beginning employment.
- Must provide proof of current immunization against influenza, pertussis, and measles prior to beginning employment.
- Must undergo Health Screening and TB test within 7 days of employment.

- Must provide valid CPR certification and Pediatric First Aid training certificate or be willing to obtain both within 30 days of employment.
- Must sign a “Mandated Reporter” agreement, which mandates employee to report suspected child abuse.
- Teachers working in infant rooms must have knowledge of PITC and RIE philosophies pertaining to infant care.
- Proficiency in English is required, fluent bilingual English/Spanish is preferred.

UNION:

The Associate Teacher and Teacher positions are represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

- This is a regular, non-exempt, 40 hr/week position.
- The starting rate of pay is \$13.39/hr (plus a \$.40/hr bilingual differential after passing a test administered by the Human Resources Department).
- Employees are expected to transfer to another Center or adjust their assigned shift if needed in an urgent situation.
- Hours are typically between 8:00am-4:00pm, Monday through Friday, but occasional evening and weekend hours are required for staff meetings, parent/teacher nights, and staff training.
- Attendance at required meetings is mandatory and is a condition of employment.
- On-site attendance is required.

BENEFITS:

- For employee: shared cost medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.

- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.