



Posted: December 19, 2017
Open Until Filled

POSITION: ON-CALL ASSISTANT TEACHER
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: CHILD DEVELOPMENT DIVISION
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under the supervision of the Teacher/Site Supervisor, provides instruction and supervision to preschool children at the center; performs related work as required.

DUTIES AND RESPONSIBILITIES:

1. As directed by a Teacher and/or Site Supervisor, provides guidance to small groups of preschool children in such areas as: self-concept, sensory awareness, problem solving, concept formation and muscle development.
2. Maintain an environment that fosters healthy emotional, social, cognitive and physical growth.
3. Supervises snack and lunch program.
4. Provides for the health and safety of the children.
5. Assists with the general clean up and for the opening/closing of the center.
6. Maintains professional competence through participation in in-service and early childhood education.
7. Communicates effectively and respectfully with parents, volunteers and other staff at the Center, including persons from different racial, cultural and ethnic groups and from different backgrounds and lifestyles.

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.

EMPLOYMENT STANDARDS:

Knowledge of:

- the methods and techniques of early childhood education;

- child psychology and development and of family life education; and
- child health and first aid.

Skill in:

- teaching and supervising preschool children;
- directing classroom activities; and
- working cooperatively with other staff, volunteers, parents and representatives of community organizations and agencies.

LICENSING REQUIREMENTS:

- Within 30 days of hire, must provide verification that an evaluation of education requirements has been completed with a professional growth advisor or credentialing analyst.
- Within 9 months of hire, must enroll in at least 3 units of Early Childhood Education (ECE) and show proof of a passing grade for those units.
- Within 18 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 ECE units, including core courses in Child Growth Development, Child Family & Community, Child and Family Relations, and Curriculum (plus lab).
 - Must have at least 50 days of experience in paid or unpaid work in a child care setting in the previous 2 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 On-Call Assistant Teacher and Teacher positions are represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

- This is a regular, on-call, non-exempt position—hours vary.
- The starting rate of pay is \$13.39/hr (plus a \$0.40/hr bilingual differential upon passing a test administered by the HR department, and a \$0.20 on-call differential).
- On-site attendance during scheduled work hours is required of this position.

BENEFITS:

- Eligible for paid sick leave.
- 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.
- Paid lunch if applicable.

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: <http://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.