



***REVISED JOB ANNOUNCEMENT**

Open Recruitment (#127NM)

Open Date: 3/8/10

Close Date: *Until Filled

Position:	Teacher I, II, III <i>(infant/toddler center)</i>	Reports to:	Center Supervisor
Program:	Migrant & Seasonal Head Start	Location:	Salinas (San Jerardo)
Salary Grade:	12, 13, 14	Shift:	M-F, 8:00am - 5:00pm
Salary Range:	\$12.38 - \$19.24/hr.	Status:	Seasonal (April-Oct), FT, 40hrs/wk
FLSA:	Non-Exempt	Benefits:	Yes

Position	Salary Range
Teacher I	\$12.38 - \$17.45/hr.
Teacher II	\$13.02 - \$18.32/hr.
Teacher III	\$13.67 - \$19.24/hr.

Position Summary:

Responsible for the implementation of the Migrant and Seasonal Head Start Program in an assigned infant/toddler classroom and center. Supervises Instructional Aides in the classroom setting.

Responsibilities & Duties:

1. Supports the Center Supervisor in carrying out responsibility at the center level for the overall quality of the experience offered to children and families including the assurance that laws, regulations, guidelines and policies are adhered to on a daily basis.
2. Completes Home Visits and Parent conferences as required by the Migrant and Seasonal Head Start Performance Standards.
3. Participates in planning the overall education plan for the center and assumes responsibility for implementing the plan in the classroom. The plan will include Weekly Lesson Plans, written observations, program individualization for each child, tracking each child's development. and development of individual goals for each child with input from the parent.
4. Plans, with the Center Supervisor, the environment at the center including learning areas.
5. Participates in physical activities (games, music and movement, outside play) with children, which involves lifting, bending, carrying, twisting, stooping, pulling, pushing, reaching and other repetitive motions.
6. Assumes supervisory responsibility as delegated by the Center Supervisor.



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7. Participates in the housekeeping duties including lifting, moving furniture and equipment, dusting, sweeping, mopping, vacuuming, dishwashing, etc.
8. Attends and participates in staff meetings as requested by the Center Supervisor.
9. Manages ongoing documentation and keeps children/family files updated.
10. Keeps Center Supervisor informed of any problems or concerns relating to individual children/families and/or the operation of the Program.
11. Shares responsibility for overall quality of educational experience for child/children with disabilities.
12. Aids children in developing self-help skills; toileting, feeding, dressing, etc.
13. Implements, as a member of a multi-disciplinary team, each child's Individual Education Plan (IEP)/Individual Family Service Plan (IFSP) and participates in case conferencing, as needed.
14. Performs other duties as assigned by the Center Supervisor or Area Manager.

Minimum Educational and Experience Requirements:

Teacher	Minimum Requirements	Alternative Qualifications
▪ Interim	level not available	
▪ Level I	24 units ECE/CD (1) (4) 16 units general ed units (2) 6 months related teaching exp. (3) RCCP, Teacher Permit or higher (5)	AA/AS (or 60 units) 24 units ECE/CD (1) (4) 6 months related teaching exp.(3) RCCP, Teacher Permit or higher (5)
▪ Level II	AA/AS 24 units ECE/CD (1) (4) 1 year related teaching exp. (3) RCCP, Teacher Permit or higher (5)	BA/BS 12 units ECE/CD (1) (4) 3 units supervised field exp Master Teacher Permit or higher (5)
▪ Level III	BA/BS 12 units ECE/CD (1) (4) 3 units supervised field exp. 1 year related teaching exp. (3) Master Teacher Permit or higher (5)	

- (1) Units in ECE/CD include course work in early childhood education/child development and at least one course in each of the following core areas 1) child/human growth and development 2) child, family and community, or child and family relations; 3) programs/curriculum. Must have received passing grade of "C" or better or credit.
- (2) General Education Units include sixteen diversified semester units in general education (i.e., at least one course in each of the following areas: Humanities and/or Fine Arts, Social Sciences, Math and/or Science and English/Language Arts).



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- (3) Experience must be in a licensed day care center, comparable home day care or group child care program for children ages 0 - 5 under the supervision of a person who would qualify as a Center Supervisor. College internships and labs served in a licensed day care center will count as experience.
- (4) For infant/toddler center(s), 3 units in infant/toddler development and/or programs must be included as part of the course work requirement for all of the above.**
- (5) Must hold appropriate Children's Center Permit or qualify for an appropriate Children's Center Permit prior to beginning employment and apply within 30 days of commencing employment.
- (6) Must meet Child Development Teacher Permit requirements within ten (10) years.

Other Requirements:

1. Must have strong written and verbal communication skills.
2. Must have knowledge of and the ability to comply with applicable laws and regulations.
3. Must show warmth and strong appreciation of human growth at all levels including children, parents, staff and community.
4. Must pass health screening and TB skin test or chest x-ray prior to beginning employment.
5. Must have dependable, insured transportation and valid California Driver's License (mileage to be reimbursed) and acceptable driving record. A DMV printout and proof of insurance will be required. (Not required for Substitutes)
6. Must demonstrate sound judgment, supervisory and administrative skills.
7. Must be self-motivated and able to work with a minimum of supervision.
8. Must be willing to increase basic knowledge of child development and early childhood education, as well as techniques of working with children with special needs and their families.
9. Must be able to direct the work of others, when applicable.
- 10. *Must provide certificates of completion of approved pediatric first aid and pediatric CPR training within 30 days of hire. Employee is responsible for renewing and maintaining a valid CPR/first aid certification at all times.**
11. Employment is contingent upon meeting all job requirements and background requirements: criminal history check, education verification, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. Employment is contingent upon receiving a clearance from appropriate authorities.
12. Must use reasonable precaution in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner



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as to assure at all times, maximum safety to one's self, fellow employees and children.

13. Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
14. Employment in Head Start, Early Head Start and Migrant and Seasonal Head Start is contingent upon approval of the Policy Council.

Physical and Environmental Requirements:

Position requires intermittent sitting, standing, walking, twisting, and bending. Must be able to lift up to 40 pounds. Simple grasping and hand manipulation required as well as reaching above below shoulder level. Must be able to withstand exposure to noise in a daycare environment.

Applicant Information

Filing Procedure: A completed Community Action Partnership Employment Application must be received by the local office at PO Box Drawer D, Gonzales, CA 93926 by mail or (831) 675-2512 by fax, no later than 5:00 p.m. on the closing date. Applications may be obtained at the main office or at www.capslo.org.

Selection Process: All qualification requirements must be met by the closing date of this announcement. Applications will be evaluated on the extent and quality of submitted application materials.

Employment Requirements: All offers of employment will be conditional upon satisfactory completion of all job requirements listed on the job announcement, including but not limited to references, criminal history background checks, pre-employment drug tests and health screenings. All appointments are subject to post employment verification and documentation of one's identity and legal right to work in the USA in compliance with the Immigration Reform and Control Act of 1986. All regular and seasonal status new hires will serve an "at will" six (6) month introductory period.

Internal Recruitments: Only current regular, seasonal and limited term employees may apply during the internal recruitment period. Internal transfers (positions in the same or a lower salary grade) require three months successful employment in their current position and promotional transfers (positions in a higher salary grade) require six months of successful employment in the current position.

Benefits: Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, paid sick leave, 13 paid holidays per year and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.

EOE/ V/ ADA/ Drug Free Workplace/ Asset Infused Organization