

ASSOCIATE TEACHER

Basic function

Assist Site Supervisor/Permit Teacher in planning and executing a part-day part-year early learning instructional program for children. Provide direct instruction for enrolled children.

Supervision

Directly responsible to the program Administrator, and/or Coordinator, Early Care and Education.

Representative duties

- Support the Site Supervisor with the planning and implementation of a developmentally appropriate early learning program to ensure that the cognitive, physical, social emotional, creative needs, and educational needs of students are met.
- Participate in team planning to implement a developmentally appropriate curriculum based on student need, interest, and ability, including completion of lesson plans.
- Instruct enrolled children using large and small groups and individually planned learning activities.
- Conduct individual developmental assessments and maintain current records for student portfolios.
- Assist Site Supervisor in performing regular inspections of the facility to ensure a safe, orderly, and appropriate outdoor and indoor learning environment in accordance with community care licensing and title 5 regulations.
- Assist with cleaning and sanitation duties as assigned.
- Assist Site Supervisor with establishing a state preschool advisory committee (PAC) that meets no less than two times a year. PAC involves site staff, parents, and volunteers in the planning and implementation processes associated with curriculum development, program evaluations and compliance, community participation and staff development.
- Assist Site Supervisor with facilitating parent orientation at the beginning of year and conduct parent conferences.
- Communicate daily with parents and encourage them to take an active role in their child's education, growth, and development.
- Provide support and guidance to childcare assistants as requested.
- Assist Site Supervisor in identifying child and family needs and making referrals to appropriate agencies as necessary.
- Regularly participate in assigned site staff meetings.
- Maintain daily attendance records and audit the end of month attendance summaries.
- Maintain and update student files with required documentation.
- Attend ECE program staff meetings, in-service trainings, workshops, and early care and education functions. Twenty-one hours must be completed annually.
- Collaborate with staff to plan community/preschool educational events and solicit community support.
- Work with teachers and administrators at elementary schools to articulate the objective and philosophies of the state preschool program.
- Encourage participation of parent volunteers.

- Collaborate with staff to plan and execute a daily nutrition program in compliance with the Child Care Food Program which includes shopping for food items that comply with food program guidelines.
- Perform duties that follow the objectives of the ECE program policies which include but are not limited to caring for classroom pets and gardening to maintain outdoor classroom.
- Perform other duties as assigned.

Qualifications

Possession of or eligible to obtain a valid Associate Teacher, Early Care and Education Permit. Associate Teacher Permit holders must meet Teacher requirements within 10 years. Experience and/or training appropriate to fulfill requirements of the position. Infant/toddler/preschool training and experience preferred.

Licenses and certificates

Possession of a valid California Driver's License if required by the duties of the assignment.

Physical requirements

Ability to move quickly, bend, squat, kneel, sit on floor. Ability to lift and carry moderate weight (up to 40 lbs.) depending on the task assigned.

Working conditions

Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety concerns exist.