

EARLY CARE AND EDUCATION ASSOCIATE TEACHER

Basic function

Assist Site Supervisor/Permit Teacher in planning and executing a full day/full year instructional program for children. Provide instruction for enrolled children.

Supervision

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

Representative duties

- Plan and implement a daily developmental 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 through 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 to ensure a safe, orderly, and appropriate learning environment outdoors and indoors 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 conducting parent orientation at the beginning of year and conduct parent conferences.
- Communicate daily with parents, assisting 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 make referrals to appropriate agencies as necessary.
- Participate in regular site staff meetings.
- Maintain daily attendance records as well as auditing end of the month attendance summaries.
- Maintain student files with required documentation and update regularly.
- Attend meetings, in service, workshops, and early care and education functions, 21 hours must be completed annually.
- Collaborate with staff to plan community/preschool educational events and solicit community support.
- Articulate the state preschool program with a regular elementary school, working with teachers and administrators.
- Encourage participation of parent volunteers.
- Collaborate with staff to plan and execute a daily nutrition program in compliance with

Child Care Food Program which includes shopping for food items that comply with food program guidelines.

- Review and update immunization records for each child at each age checkpoint. Notify parents of any remaining required immunizations.
- With the assistance of parent, complete Needs and Services plan for age eligible children that includes an individual feeding plan, sleeping plan, toilet training plan (if applicable). Review and update quarterly or as necessary.
- Follow all safe sleep regulations, including a physical check of sleeping infants every 15 minutes. Verify physical checks by completing safe sleep documentation for each infant.
- Understand and comply with napping policies and procedures for preschool age children
- Have knowledge of each family's approved/certified days and hours of care and communicate with families if they need a change in their service level during their certification period.
- Assist enrollment team in collecting required documents for recertification of families.
- Follow the objectives of our program policies which include but are not limited to caring for classroom pets and gardening to maintain outdoor classroom.
- Work with teachers and administrators at elementary schools to articulate the objective and philosophies of the state preschool program.
- 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

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

Working conditions

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