



## Job Description TEACHER II

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<b>Exempt:</b> No	<b>SALARY LEVEL:</b> Refer to current salary chart
<b>SUPERVISOR:</b> Center Director	<b>LOCATION:</b> Assigned Center
<b>HOURS:</b> 8 Hrs/Day, Monday through Friday, 10 or 11 Months/Year	
<b>Policy Council Approved Date:</b> 7/28/16	<b>Approved by:</b> HR Director <b>WC Code:</b> 9059

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### SUMMARY OF POSITION:

With supervision, coordinates activities for one classroom of children, guided by Head Start Performance Standards, Service Area Written Plans, Procedures, and Policies and California State Community Care Licensing regulations. Carry out responsibilities in accordance with the Agency's policies and applicable federal and state laws.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach a Head Start class ensuring that a developmentally appropriate, integrated curriculum is in place
- Adhere to Child Assessment/Observation System & Family Partnership System Timeline
- Ensure and participate in a minimum of 2 parent home visits and 2 parent/teacher conferences per child. The first home visit is done in partnership with the Family Outreach Worker.
- Prepare and present daily curriculum using Creative Curriculum.
- Working in partnership with the Center Director or Area Supervisor, provide daily leadership in the classroom including indirectly supervising and directly guiding the work of Teacher I, Site Assistant and Full Inclusion Assistant if assigned, as well as classroom volunteers; provide ongoing communication regarding employee's skill development and ideas for further growth
- Work in partnership with service area managers, supervisors and center staff to better assess the needs of the children and families to ensure quality services to children and families
- In partnership with the Family Services staff, assists parents in conducting their business meetings and provides them information relevant to the Head Start Program.
- Ensure daily cleaning of classroom and playground and proper maintenance of classroom equipment
- Maintain classroom files on children and ensure confidentiality of records and client information
- Maintain health and safety standards for children, classroom volunteers and staff
- Ensures prompt and accurate completion of required paperwork related to center operation
- Maintains warm, friendly and professional working relationships with children, parents and coworkers
- Has meaningful, respectful conversations with children throughout each day
- Coordinates and cooperates with consultants and specialists with items relevant to the center and children, ensuring maximum use of services and resources.
- May include collaboration/coordination of program services with other community entities: i.e., school districts, those serving children with diagnosed disabilities, State Child Care programs.
- Participate in staff meetings, consultant meetings, trainings and appropriate special events, as scheduled.
- Participate in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort
- The health, safety and supervision of children in the program is essential, therefore every employee is responsible for the care and supervision of children while they are present at the center
- Other relevant duties as assigned

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### EDUCATION, CERTIFICATES, AND/OR EXPERIENCE :

- a. AA/BA or advanced degree in Early Childhood Education **OR**
- b. BA degree in a field related to Early Childhood Education with the 12 core units of ECE **OR**
- c. AA (or 60 units) with 24 ECE/CD units (incl. core units); and willingness to complete a BA

**In Addition to A, B, or C:**

- 3 units of supervision in ECE
- Two years teaching experience in a pre-school classroom
- Current Pediatric First Aid, CPR and Health and Safety Course
- Valid California Driver's License and a properly insured vehicle for use on the job
- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, and have a current (within one year) TB clearance and Health Screening Report.

**In Addition to the above:**

**KNOWLEDGE AND SKILLS**

- Working knowledge of the principles and practices of child development and adult learning styles.
- Understanding of the principles of bilingual and multicultural education.
- Intermediate personal computer skills with word processing and email experience
- Strong oral and written communication skills
- Bilingual, Spanish/English preferred.
- Knowledge of and sensitivity to culturally diverse groups and persons from low-income families.
- Intermediate skills in reading, analyzing, and interpreting procedures and governmental regulations
- Intermediate ability to write reports and correspondence. Intermediate ability to effectively present information and respond to questions from groups of parents, children and staff.
- Intermediate ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Intermediate ability to solve practical problems and deal with a variety of situations with good judgment
- Intermediate ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PERSONAL CHARACTERISTICS**

- Highly dependable, takes initiative, has good judgment and is able to function with minimal supervision.
- A sincere interest in the development of all children and in building partnerships with families.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to sit at a desk and sometimes use a computer. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives, approximately 10% of the time, to meetings, trainings, and home visits as scheduled throughout the year. The employee spends approximately 25% of the time writing and/or keyboarding.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee works in outside weather conditions a minimum of 45 minutes a day. The noise level in the work environment is usually moderate and sometimes noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_