

# **YOLO COUNTY OFFICE OF EDUCATION**

## **Head Start/Early Head Start Programs**

### **CLASS TITLE: ASSOCIATE TEACHER - HEAD START**

#### **BASIC FUNCTION:**

Under the general supervision of the Education Services Manager, and the guidance of the Lead or Master Teacher, provide support and assistance in a preschool classroom and on the playground. Work with children individually or in small groups; provide activities as planned; assist children with personal needs; work to maintain a clean, safe, and orderly physical environment..

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Exercise supervisory duties in accordance with Child Development Associate Teacher Permit.

Assist in the administration of developmental and other screenings; conduct child observations; assist in the development of individual learning plans for students. Work with children as assigned; respond quickly and directly to children's needs, desires and verbal and non-verbal messages adapting the response to the children's differing styles and abilities. Facilitate the development of self-esteem by expressing respect, acceptance, and comfort for children. Plan and provide activities and experiences for individual or small group activities; prepare materials. Extend children's learning by asking open-ended questions and making suggestions that stimulate children's thinking. Supervise children in the classroom and on the playground ensuring their safety. Take care of all aspects of children's personal needs.

Assist at meal and snack time by preparing and setting up tables, place food in appropriate containers for family style service, sit and eat with children modeling good manners and healthy food choices; guide children in clean up activities following meals and snacks.

Assure a clean, safe and orderly physical environment by assisting with or performing cleaning activities, returning objects to their correct place, organizing materials, displaying children's work, posters, bulletins, and parent information in an attractive and appropriate manner.

Take attendance, conduct meal counts, sign-in and out records and other records as assigned.

Encourage parent involvement in the child's education. Provide support and guidance for parent and other classroom volunteers.

Meet daily with the teaching team. Attend home visits, center meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.

Carry out authorized emergency and safety procedures and administer first aid.

Comply with State of California Health and Welfare Codes including Title 22; Head Start Performance Standards; YCOE Head Start/Early Head Start policies and procedures, and other applicable state and federal regulations.

Perform other job related tasks as required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Child growth and development.
- Head Start Performance Standards and Outcomes.
- Developmentally Appropriate Practice.

#### **ABILITY TO:**

- Plan, organize and supervise a preschool classroom.
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Prepare and maintain detailed records accurately and in a timely manner.
- Evaluate work methods and results.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

### **EDUCATION AND EXPERIENCE:**

- 12 units ECE/CD units including core courses.
- Experience with preschool aged children in a group setting.

### **LICENSES AND OTHER REQUIREMENTS:**

#### **LICENSE OR CERTIFICATES:**

- Possess or eligible for Child Development Associate Teacher Permit.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver's license.

#### **REQUIREMENTS:**

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Classroom and office environment.

Travel from site to site within the county.

#### **PHYSICAL DEMANDS:**

Lifting children weighing up to forty-five (45) pounds.

Bending at the waist, kneeling or crouching to maintain direct eye contact with children.

Sit on the floor and/or preschool chairs.

Dexterity of hands and fingers to manipulate specialized apparatus and standard office and

classroom equipment.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking in order to exchange information.

Driving a vehicle to conduct work.

**HAZARDS:**

Exposure to bodily fluids and infectious diseases.

**APPROVED:**

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Signature, Policy Council Chair

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Date of Approval

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Signature, Superintendent or Designee

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Date of Approval