

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Associate Teacher - Early Head Start

**POSITION SUMMARY:** Head Start and Early Head Start are comprehensive federally funded school readiness and family support programs for low-income and special needs children that promotes parents/guardians as the primary educator of the child

### POSITION OVERVIEW:

- Employment Type: Full time/Non Exempt
- Salary:
- Location: Kidango Center
- Job Category: Education
- Reports to: Center Director
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Develop and implement lesson plans using the Creative Curriculum to execute current program goals
- Utilize classroom materials and routines to promote an environment conducive to age appropriate levels of development, interests, and special needs of the children
- Develop and maintain a safe and healthy classroom environment in accordance with Head Start, title 5, and title 22 regulations
- Implement rules and practices in support of positive child re-direction
- Provide a continuous and interactive process between families and program providers that foster the parent partnership agreements as required by the federal regulations under the Head Start Act
- Conduct required parent/teacher meetings as set forth by both the Head Start Act and Title 5
- Conduct the ASQ and the ASQ/SE with children assigned to cohort
- Work on the Individualized Education Plan for each child assigned to cohort and update with family up to three times per school year
- Maintain and update written records and reports in accordance with the head Start and title 5 act in a timely manner
- Maintain an open and friendly relationship with staff, parents, and program volunteers
- Commitment to inclusive practice to accommodate children with learning differences and special needs
- Integrate Head Start Federal Mandates into the classroom routines and curriculum plans
- Ensure personalized special services are provided to children with special needs (i.e, feeding, assistance with toileting, including diapering, specialized equipment and so forth)
- Attend required classroom, center, and organization meetings
- Perform related duties as assigned

### POSITION QUALIFICATIONS/REQUIREMENTS:

- BA in Child Development, Early Childhood Education, or a related field with at least three years of direct classroom work
- Supervision of teaching assistants and volunteers highly desirable
- Knowledge of Federal Head Start policies and procedures high desired
- Bilingual (English/Spanish, English/Cantonese,) speaking, reading, and writing skills highly desirable
- Child Development Associate Teacher permit required.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**FACILITY/MAINTENANCE WIDE PHYSICAL DEMANDS:**

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

**NUTRITION WIDE PHYSICAL DEMANDS:**

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

**HOW TO APPLY:** To apply for this position please complete an application at <http://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.