

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
- 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

**\*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.