



# Northcoast Children's Services

P.O. Box 1165, Arcata, CA 95518 ~ Phone: (707) 822-7206 ~ (800) 808-7206  
Web site: [www.ncsheadstart.org](http://www.ncsheadstart.org) ~ FAX: (707) 822-7962

---

## JOB DESCRIPTION Northcoast Children's Services Head Start **ASSOCIATE TEACHER**

Under the supervision of the teacher, the associate teacher is responsible for co-teaching in the classroom including: the supervision of all children, developing and implementing classroom activities, cooperatively working with and supporting other classroom staff and volunteers, helping with evaluation of the program and children, and assisting with the general maintenance of program facilities to insure the health and safety of the children of the program. Additional duties include supporting the teacher in family services work. This is a non-exempt position.

### **DUTIES/RESPONSIBILITIES:**

1. Gain a working knowledge of Head Start program areas and be able to communicate them to others when necessary.
2. Helps create a warm accepting environment, which encourages independence and self-esteem for each child.
3. Works closely with the Center Teacher to assist in implementing a program for special needs children.
4. Approaches each child, parent or other staff member with respect, being sensitive to each individual's rights, strengths, needs and cultural/socioeconomic background.
5. Takes a partnership role in planning and implementation of developmentally appropriate curriculum including large and small group activities.
6. Implements guidance techniques with children that are appropriate to the situation and developmental level of the child.
7. Assists children with self help skills and daily routines such as: toileting, dressing, eating, napping, etc.
8. Assists in preparation, service and clean-up of food program as needed.
9. Takes a partnership role in planning and implementation of field trips.
10. In collaboration with classroom staff, evaluates daily program and individual children's progress. Takes the lead role in maintaining pertinent anecdotal records, Early Screening Inventory, and Ongoing Developmental Assessment. Assists in preparation for parent contacts.
11. Thoroughly understands the educational goals and objectives outlined for each child.

12. When appropriate, assists in the training of parents, volunteers, classroom assistants or other trainees.
13. Takes a partnership role in the set-up of the classroom environment and assists with daily clean up of the facilities.
14. Communicates to parents and staff appropriate information about children and the program in collaboration with the Center Teacher.
15. In the absence of the Center Teacher, assumes major responsibility for program operations and directs the substitute teacher.
16. Participates in all appropriate inservice sessions, daily and weekly staff meetings, and scheduled regional meetings.
17. Becomes familiar with and adheres to the Head Start Performance Standards, policies and procedures as outlined by Northcoast Children's Services Personnel Policies, and Head Start Policy Manual.
18. Takes the lead role for on-site (classroom and home base) childcare for Head Start sponsored events and provides child care for Policy Council 2 – 3 times each year.
19. Assists the Teacher with classroom, health and dental, attendance, inkind, and social service paperwork, ordering supplies and equipment, family contact paperwork.
20. Respects the confidentiality of information regarding children and their families as well as other staff members.
21. Fulfills additional responsibilities in the program as needed.

### **QUALIFICATIONS:**

1. Completion of a minimum twelve semester units or equivalent quarter units in Early Childhood Education including the core courses: child growth and development or human growth and development; child family and community or child and family; and program/curriculum. Must be willing to work toward teacher level on the Child Development Permit Matrix, completing at least 3 ECE units each semester. Prefer 3 units of ECE Supervision course work.
2. Minimum of one to two years working with young children in a group situation.
3. Basic knowledge of appropriate child guidance techniques, communication skills, and child development.
4. Must be able to deal with crisis situations in the classroom in a calm, mature and sensitive manner.
5. Must be sensitive to the needs and characteristics of young children and their families. Must have the ability to relate well to other staff members and parents in a positive manner. Must be able to follow directions as well as initiate activities.
6. Must communicate effectively and be functionally literate in English.

## **Physical Requirements**

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical agility to lift and carry objects up to 25 pounds; and children up to 50 pounds for safety reasons.
3. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, and turn.

## **Health and Safety Training Requirements**

1. Must possess, or be willing to obtain within 30 days, a current pediatric first aid and pediatric CPR certificate.
2. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or submit fingerprints and a Child Abuse Index Check in order to obtain a Criminal Record Clearance from the Department of Justice prior to working in the classroom with children.
3. 15 hours of Health and Safety training as prescribed by Community Care Licensing is desirable, which includes the pediatric first aid and pediatric CPR training hours.