



JOB DESCRIPTION

Associate Teacher-Infant/Toddler/Preschool

I. GENERAL DESCRIPTION, LEVEL OF RESPONSIBILITIES

The Associate Teacher assists and sometimes leads the educational efforts for the children and families enrolled in an early childhood education classroom. The position may supervise or contribute to the supervision of instructional assistants or aides.

II. SPECIFIC DUTIES, FUNCTIONS AND RESPONSIBILITIES

1. Assist with and at times oversee the day-to-day instruction and classroom operation in keeping with the California Early Childhood Educator Competencies or similar competencies adopted by the state
2. Assist with the maintenance of records on children and families as required by Community Care Licensing and others as necessary
3. Develop and lead developmentally appropriate and culturally sensitive instruction that prepares children for kindergarten. Emphasis is on early literacy and mathematical thinking development social and emotional skills development in keeping with California-adopted early childhood curriculum and frameworks
4. Collaborate with co-teachers, support staff, and others as appropriate, in addressing the needs of students, developing effective teaching and learning practices in English and the target language, and developing and implementing effective dual language practices, including participation in identifying, referring and supporting the needs of individual students.
5. Complete program-adopted student progress instruments and screening tools
6. Assist with planning for lessons using commonly accepted professional dual language immersion practices.
7. Maintain effective communication with families and staff members
8. Train staff as appropriate and contribute to staff members' evaluations if asked
9. May serve as substitute Site Supervisor when Site Supervisor is offsite
10. Maintain confidentiality and ensure privacy in communications about children, families, and staff and colleagues.
11. Diaper and assist children with toileting as needed
12. Other duties as deemed necessary and appropriate by the Executive Director or immediate supervisor

III. EMPLOYMENT QUALIFICATIONS AND STANDARDS

1. Associate Teacher permit on the California Child Development Permit Matrix required. A minimum of 3 years of experience in early childhood education is preferred. Depending on the specific assignment, 3 infant/toddler units may be required
2. Demonstrated understanding of growth and development birth through school-age
3. Experience maintaining compliance with Title 22 and Title 5 licensing regulations preferred
4. Ability to physically perform routine duties with young children
5. Preferably proficient in both English and Spanish and bicultural
6. Computer and Internet literacy and excellent verbal and written communication skills preferred

7. Valid automobile insurance and a valid California Driver's License, if applicable
8. Willingness to be on call beyond program hours to call substitutes to ensure that classroom staffing is appropriate and to manage special events and emergencies
9. Covid-19 vaccine required

IV. **CLASSIFICATION:** Non-exempt

V. **WORKING CONDITIONS**

Work is generally performed within a school or office environment. Work is generally active in nature. The working environment is generally favorable. Lighting and temperature are adequate, and there are typically no hazardous conditions. Some moderate lifting and carrying is required.

VI. **IMPORTANT PERFORMANCE FACTORS**

- Attendance and dependability: Can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- Communication and contact: Communicates effectively and respectfully, both verbally and in writing, with superiors, colleagues, Board of Directors, volunteers, vendors/suppliers and the public.
- Relationships with others: Works effectively and relates well with others including superiors, colleagues, Board of Directors, volunteers, vendors/suppliers and the public, maintaining professional and constructive working relationships.
- Adherence to policies and procedures: Complies with written and verbal policies and procedures, as well as instructions from management.

This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship.

My signature below verifies that I have received this job description and understand all that it entails. My signature also testifies that all my questions pertaining to this position have been addressed and answered satisfactorily by the supervisor.

Employee Name Printed

Employee Signature Date

Supervisor Name Printed

Supervisor Signature Date