

JOB DESCRIPTION

**Job Title: *Teacher EHS I (9734)*
Teacher EHS II (9735)
*Teacher EHS III (9736)***

Job Summary:

To instruct children in experiences designed to promote social, physical, and intellectual and language growth needed for primary school in preschool, infant/toddler center, day care center, or other child development facilities. Receive general supervision from the Site Supervisor. Assist Site Supervisor with supervision, training and organization of other classroom staff.

Essential Functions:

- Provide and maintain safe, secure and healthful environment for children at all times;
- Demonstrate a caring, loving and patient attitude toward children;
- Be aware of total classroom/playground situation even when working with one (1) child;
- Plan and provide age appropriate individual and small group experiences for children from birth to three years of age to stimulate growth in language, literacy, social, emotional, motor skills and problem solving skills such as learning to listen to instructions, playing with others, and using play equipment;
- Provide support and guidance to children and families as they come into EHS and move through the three stages of development and transition into preschool;
- Instruct children in practices of personal cleanliness and self-care; diapers children, infants, and toddlers;
- Promotes toilet learning for toddlers when developmentally appropriate;
- Provide daily routines of diapering, feeding, napping, holding and playing with infants and toddlers as an essential part of the curriculum;
- Alternate periods of strenuous activity with periods of rest or light activity to avoid overstimulation and fatigue;
- Implement relationship-based curriculum;
- Lead staff in participating in "reflective practices" as a means to improving quality of services to young children and their families;
- Have an understanding of, and sensitivity toward, working with families from different cultural backgrounds that may have different child rearing practices;
- Help children develop habits of caring for own clothing and picking up and putting away toys and books;
- Serve meals and refreshments to children, infants, and toddlers;
- Take the lead in developing culturally respectful relationships with families and their young children;
- Arrange parent conferences on a regular basis at the center or at the child's home as required;
- Train parent volunteers to work in the classroom;
- Implement the bilingual/bicultural curriculum and serve as a model for language development;
- Read infant and toddler non-verbal cues and support infant and toddler to build vocabulary and increase emerging language and literacy skills;
- Model, coach and train staff on providing responsive care to young children as an effective strategy to support young children's overall development;
- Maintain written observations of children's development and programs;
- Maintain records of children, infants, and toddlers through initial screening, ongoing assessment and observation, daily care reports, etc.
- Responsible for the arrangements, appearance, décor and safe and healthy learning environment of the classroom that meets the needs of the three different developmental stages that children from birth to three years of age go through;
- Evaluate each child's progress and plan experiences with staff to meet individual needs, interests and result in positive outcomes;
- Make three to four home visits per school year;
- Promote & practice continuity of care for the young infants and toddlers;
- Perform related duties as required.

Knowledge and/or Abilities:

- **Abilities to:**

- Recognize and understand the different cries of young infants, and respond accordingly;
- Learn and complete required federal, state, and program paperwork
- Solve practical problems
- Interpret a variety of instructions provided in written, oral, diagram, or schedule format;
- Operate such classroom equipment as slide and filmstrip projectors, phonographs and tape recorders; CD player.
- Work with low income and high-risk families of diverse cultures.
- Maintain confidentiality of records and information.
- Communicate clearly, concisely and professionally both orally and in writing.
- Speak, read and write English necessary.
- Speak, read and write Spanish preferred.

- **Knowledge of:**

- Development and sequential growth of children, infants, and toddlers;
- Maturation and disabilities of children, infants, and toddlers;
- Record keeping and maintenance of children's files;
- Computer software is highly desirable.

Working Conditions and Physical Abilities: Classroom for infants, toddlers and preschool children; Outside in play area, sand box, nature walks; Traveling to meetings throughout Tulare County; Occasional travel and/or training outside Tulare County; The noise level can be from extremely quiet to high; Sitting on small chairs and standing for extended periods of time; Sitting on floor; Kneeling and crawling; Bending, stooping, crouching; Talking and hearing; Regularly lift, hold and carry babies, infants and toddlers; Regularly pick up 25 lbs or more; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience:

Minimum qualifications:

- Possession of, or ability to apply for, Associate Teacher permit issued by State of California. (12 units ECE/CD including core Child Development classes plus 50 days of 3+ hours per day within 2 years.)
- Associates degree in Child Development.
- Possess three (3) college units in Infant Toddler care.

Additional Requirements:

- Teacher II requires an Associate's degree, plus 30 transferable units post degree, and Teacher (or associate Teacher) Permit.
- Teacher III requires a Bachelor's degree and Teacher (or associate teacher) permit.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.