

ECE/CD Teacher

Application Deadline: August 23, 2019 by 4:30 p.m.

Colusa County Office of Education is recruiting for a Teacher who can implement the classroom program for the children, providing a developmentally appropriate curriculum in a safe nurturing environment, encouraging parent participation, assisting with other program components at the classroom site and assisting in the evaluation of the education component to ensure a quality program is maintained.

CURRENT ASSIGNMENT LOCATION:

Arbuckle Head Start

SALARY:

\$15.56 - \$24.40 per hour

HOURS/DAYS:

7.5 hours per day, 186 days per year

BENEFITS:

Partially paid medical, dental and vision benefits; paid sick leave; STRS retirement

EDUCATION & EXPERIENCE:

- Associate Degree or higher in Early Childhood Education or a related field, a Child Development Teacher Permit and a minimum of two years of experience teaching preschool-age children; as well as continuous enrollment toward a Child Development Site Supervisor Permit and a Baccalaureate Degree in Early Childhood Education or a related field.

LICENSES & REQUIREMENTS:

- Valid Child Development permit
- Infant/Child/Adult CPR and First Aid certificate

The successful candidate will be required to provide DOJ fingerprint clearance, TB test clearance, a valid California driver's license, and immunizations as described on complete job description following acceptance of job offer.

KNOWLEDGE AND ABILITIES:

- Bilingual English/Spanish preferred

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Colusa County Office of Education (CCOE) participates in E-Verify. To view the Notice of E-Verify Participation and the Right to Work posters, please visit the Employment Opportunities section of the CCOE website.



Colusa County Office of Education

Human Resources
345 5th Street, Suite A
Colusa, CA 95932
(530) 458-0350
hr@ccoe.net

APPLICATION PROCEDURE

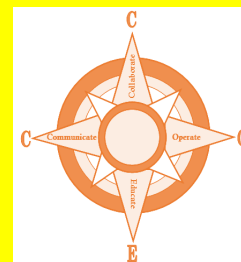
Interested candidates must apply online at www.ccoe.net

REQUIRED APPLICATION MATERIALS

A complete application packet will include:

- Resume
- Letter of Interest
- Two letters of Recommendation
- Copy of Child Development Teacher Permit if applicable
- Unofficial transcripts verifying ECE/CD units

All employment applications and supplemental documents must be submitted through EdJoin. Incomplete application packets will not be considered.



**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
DRUG AND TOBACCO-FREE WORKPLACE**

COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

REPRESENTATIVE DUTIES (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING):

- Ensure the indoor and outdoor environment meets State, Federal and licensing guidelines. **E**
- Plan and carry out a developmentally appropriate curriculum, along with small and large group activities daily, as well as individual plans for each child with special needs. **E**
- Maintain lesson plans which details strategies and objectives for providing a developmentally appropriate curriculum and are in line with assessments and the Individualized Learning Programs developed with the parent for each child. **E**
- Complete observations and write anecdotal notes on each child. **E**
- Implement and document regular evaluations of each child's progress. **E**
- Dispense medication with written consent and maintain records related to dispensed medications. **E**
- Assess developmental level and assist with various screenings and assessments for each child. **E**
- Organize developmentally appropriate class field trips to broaden students' experiences. **E**
- Assist parents to plan and conduct monthly parent meetings. **E**
- Facilitate parent participation in consultation on program component guidelines and involve parents in all aspects of the program. **E**
- Provide information and referrals as needed. **E**
- Prepare and share information and ideas for parents to use with their children at home, to enhance their role as the child's first teacher, and to further their child's growth and development. **E**
- Teach parents alternative discipline strategies such as problem-solving. **E**
- Supervise and conduct annual evaluation of the classroom Associate/Assistant Teacher and the other classroom participants. **E**
- Maintain a well-organized work space and classroom, including good repair and maintenance of program supplies and materials. **E**
- Maintain accurate attendance and meal count records. **E**
- Complete and submit monthly reports and documentation as required. **E**
- Participate in ongoing assessment of the program. **E**
- Work in cooperation with other staff members to strengthen skills and increase effectiveness. **E**
- Operate a variety of equipment including a copier, laminator, camera, tape recorder, TV, VCR, typewriter and other machines and equipment as assigned. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current concepts used in Early Childhood Education including Developmentally Appropriate Practices
- State and Federal regulations and policies
- Parent involvement techniques
- Child psychology and development
- Appropriate health, safety and nutrition requirements and procedures
- Methods of observing, evaluating and recording child growth and development
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Requirements of maintaining confidentiality
- Infant/Child/Adult CPR and First Aid

ABILITY TO:

- Develop and implement lesson plans
- Interact effectively with children and adults
- Maintain a healthy and safe environment
- Provide First Aid and/or CPR when necessary
- Plan and organize work
- Maintain records and prepare reports
- Meet schedules and timelines
- Work independently with little direction
- Train and provide work direction and guidance to others
- Maintain confidentiality
- Communicate effectively both orally and in writing
- Lift and carry objects weighing up to 40 pounds
- Operate a variety of office equipment to perform assigned duties

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor classroom
- Constant interruptions

PHYSICAL ABILITIES:

- Lifting, pushing, pulling or carrying objects and children weighing up to 40 pounds
- Hearing and speaking to exchange information and instruct students
- Hearing and speaking to exchange information by telephone or in person
- Sitting or standing for long periods of time
- Reaching overhead, above the shoulders and horizontally to retrieve and store materials
- Dexterity of hands and fingers to operate standard office equipment, including a computer keyboard as well as a variety of instructional materials and equipment
- Bending at the waist, kneeling and squatting
- Seeing to monitor children in classrooms or at play
- Driving a vehicle to conduct work