

Teacher

Application Deadline: Open Until Filled

Colusa County Office of Education is recruiting for two Teachers who will deliver high quality early care and education, provide a developmentally appropriate curriculum in a safe nurturing environment, and assist with other program components and evaluation at the classroom site. Teacher will meet the individual needs of children and promote developmental progression in the areas of Social and Emotional Development, Language and Literacy, Cognition including Math and Science, and Physical Development that promotes positive school readiness. Teacher will encourage 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:

Colusa Children's Center - Infant Classroom - 1 position
Williams Children's Center—Toddler - 1 position

SALARY:

\$17.00- \$25.64 per hour

HOURS/DAYS:

7.5 hours per day, 220 days per year

BENEFITS:

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

EDUCATION & EXPERIENCE:

- Preferred requirements: Associate's Degree or higher in Early Childhood Education or a related field; 3 units supervised field experience in ECE/CD; and a Child Development Teacher Permit, with continued enrollment toward a Child Development Site Supervisor Permit. Minimum of two years teaching experience.
- Minimum requirements: 24 units in Early Childhood Education including the 12 core units + 16 General Education units; possess or be eligible to apply for a Child Development Teacher Permit.
- Additional Infant/Toddler assignment requirement: 6 units of Infant/Toddler development coursework and 3 ECE/CD units of administration

LICENSES & REQUIREMENTS:

- Possess or be eligible to apply for Child Development Teacher Permit
- Infant/Child/Adult CPR and First Aid certificate issued by an authorized agency (may satisfy this requirement post employment)
- The successful candidate will be required to provide DOJ fingerprint clearance, TB test clearance, COVID-19 vaccination verification (or program-required equivalent), 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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It is to your advantage to apply as soon as possible, as recruitment may close at any time.

Current CCOE employees only: Letter of Interest and resume submitted to Human Resources

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.

Nondiscrimination in Employment, Programs and Services & Drug, Alcohol, and Tobacco-Free Workplace.



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.edjoin.org

REQUIRED APPLICATION MATERIALS

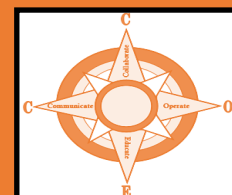
A complete application packet will include:

- Resume
- Letter of Interest
- Two Professional Letters of Recommendation (dated within the last 12 months preferred)
- Copy of Permit
- Unofficial Transcripts

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All employment applications and supplemental documents must be submitted through EdJoin.

Incomplete application packets may not be considered.



COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

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

- 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*
- Set up activities, learning experiences and environments that support learning foundations and area connected to children's interests, developmental levels, and connected to current developmentally appropriate curriculum. *E*
- Plan and facilitate a variety of developmentally appropriate activities on a daily basis to collect data for assessments and individual 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*
- Ensure children are safe and supervised at all times and engage in positive interactions. *E*
- Complete observations and write anecdotal notes on each child to identify developmental growth for screening and assessments. *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*
- Check the indoor and outdoor environment prior to the arrival of the children and ensure the facility is maintained in a clean, safe environment. *E*
- Ensure the indoor and outdoor environment meets state, federal and licensing guidelines. *E*
- Monitor all site safety and supervision. *E*
- Maintain clean, healthy, safe, and supportive learning environment. *E*
- Ensure that family style meals are served to children using sanitary methods. *E*
- Ensure the completion of brief health checks upon children's arrival. *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 children with physical needs and social emotional development. *E*
- Attend to physical needs of children as needed. *E*
- Assist parents to plan and conduct monthly parent meetings. *E*
- Assist and participate in parent meetings and family events as assigned. *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*
- Educate parents about the stages of development and behavior management strategies. *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*
- Maintain positive communication with team. *E*
- Participate in ongoing assessment of the program. *E*
- Work in cooperation with other staff members to strengthen skills and increase effectiveness. *E*
- Report any suspected child abuse as required by law. *E*
- Operate a variety of equipment including a copier, laminator, camera, tape recorder, TV, 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