

ECE/CD Teacher

Application Deadline: Open Until Filled

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:

Williams Children's Center - Preschool

SALARY:

\$16.18 - \$24.40 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:

- 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 skills preferred

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It is to your advantage to apply as soon as possible, as recruitment may close at any time.

*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.ccoe.net

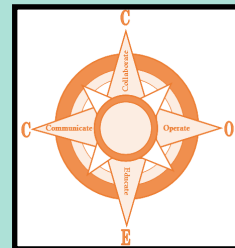
REQUIRED APPLICATION MATERIALS

A complete application packet will
include:

- Resume
- Letter of Interest
- Two Letters of Recommendation
- Permit Copy
- 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