

# Associate Teacher

## Application Deadline: Open Until Filled

Colusa County Office of Education is recruiting for an Associate Teacher 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. Associate 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.

### CURRENT ASSIGNMENT LOCATION:

Colusa Preschool Learning Center A

### SALARY:

\$16.35 - \$21.53 per hour

### HOURS/DAYS:

4.5 hours per day, 183 days per year

### BENEFITS:

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

### EDUCATION & EXPERIENCE:

- Preferred requirements: Child Development Associate (CDA) credential or Associate Degree or higher in Early Childhood Education or related field; and possess a Child Development Associate Teacher Permit; and continued enrollment toward Child Development Teacher Permit.
- Minimum requirements: 12 core units: 6 units-Programs/Curriculum, 3 units-Child/Human Growth and Development, 3 units-Child, Family & Community, or Child and Family Relations; and possess or be eligible to apply for Child Development Associate Teacher Permit; and continued enrollment toward Child Development Teacher Permit.

### LICENSES & REQUIREMENTS:

- 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

### APPLICATION DEADLINE: Open until filled

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

Current Children's Services 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](http://www.edjoin.org)

### REQUIRED APPLICATION MATERIALS

A complete application packet will include:

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

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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:

- Support the classroom teacher in planning and implementation of an enriched early care and education environment for assigned children. **E**
- Set up activities, learning experiences, and environments that support learning foundations and areas connected to children's interests, developmental levels, and connected to current developmentally appropriate curriculum. **E**
- Assist with planning and facilitation of a variety of developmentally appropriate activities on a daily basis to collect data for assessments and individual needs. **E**
- Ensure children are safe and supervised at all times and engage in positive interactions. **E**
- Assist teacher in the delivery of educational and behavioral support that allows children with varied and individual needs guidance and assistance. **E**
- Assist teacher in the preparation of daily reports and maintain positive communication with team. **E**
- Assist children with physical needs and social emotional development. **E**
- Attend to physical needs of children as needed. **E**
- Assist with completing observations and written anecdotal notes on each child to identify developmental growth for screenings and assessments. **E**
- Ensure the indoor and outdoor environment meets Environmental Rating Scale, state, federal, and licensing guidelines. **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**
- Greet or ensure that parents and children are greeted at arrival and departure. **E**
- Assist with brief health check upon children's arrival. **E**
- Dispense medications with written consent and maintain records related to dispensed medications. **E**
- Ensure that family style meals are served to children using sanitary methods. **E**
- Maintain clean, healthy, safe and supportive learning environment. **E**
- Assist with monitoring the use of materials and order supplies as needed. **E**
- Make referrals to appropriate sources based on assessments and observations. **E**
- Report any suspected child abuse as required by law. **E**
- Provide naptime as is appropriate for each child on a regular basis. **E**
- Assist with parent collaboration to develop family goals and Individualized Learning Plan and provide information and referrals as needed. **E**
- Assist and participate in parent meetings and family events as assigned. **E**
- Educate parents about the stages of development and behavior management strategies. **E**
- Assist with annual evaluation of Assistant Teachers. **E**
- Assist and participate in parent meetings and family events as assigned. **E**
- Participate in weekly team meetings with staff to evaluate and plan for program needs. **E**
- Facilitate parent participation and share information and ideas for parents to use with their children at home to enhance their role as the child's first teacher. **E**
- Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

- Current concepts used in Early Childhood Education
- State and Federal Regulations
- Parent involvement techniques
- Health, safety and nutrition requirements
- Methods of observing, evaluating and record keeping
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills

### ABILITY TO:

- Plan, develop and implement lesson plans
- Maintain records and prepare reports
- Interact effectively with children and adults
- Maintain a healthy and safe environment
- Plan and organize work
- Maintain confidentiality
- Operate a variety of equipment
- Communicate effectively both orally and in writing
- Work cooperatively with others
- Lift and carry objects weighing up to 40 pounds
- Translate verbal and written communication in English/Spanish, preferred

## WORKING CONDITIONS:

### ENVIRONMENT:

- Indoor and outdoor classroom
- Constant interruptions

### PHYSICAL ABILITIES:

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