



Associate Teacher Job Description

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| Job Title | <i>Associate Teacher</i> |
| Reports to | <i>Site Supervisor</i> |
| Status | <i>Full-time/non-exempt</i> |
| Salary | <i>\$20.55–\$22.09</i> |

Qualifications

All applicants must be 18 years of age or older to apply.

Education/Experience:

- High School diploma or equivalent
- 12 units completed in Early Childhood Development (transcripts required)
- 3 units in Infant/Toddler Development (preferred. transcripts required)
- Associate teacher permit (required)
- Experience working in a licensed child care facility

Other Requirements:

- Fingerprint Clearance (DOJ, FBI, Child Abuse)
- CPR/First Aid Certification (current)
- TB Test clearance (current)
- Current Immunization Record
- Must pass a health screening
- Spanish (preferred)
- Excellent written and verbal skills

Duties and Responsibilities

- Supervise, monitor, and ensure the safety and well-being of children at all times.
- Assist in planning and implementing the daily curriculum and schedule.
- Assist in setting up and arranging supplies and equipment used in the classroom or other environments for instruction and projects.
- Assist in supervising the use of the restrooms; change and launder wet or soiled clothes; change diapers; assist in toilet training.
- Assist in performing care-related duties such as preparing meals, eating family-style, and assisting with rest periods with children.



- Effectively assist and serve children with disabilities and their families; making appropriate adaptations for any disabilities and achieving goals and objectives set forth in the child's Individualized Education Plan (IEP).
- Assist in recording child information and completing classroom forms and keeping those forms up-to-date.
- Assist in completing DRDPs and maintaining portfolios in Learning Genie.
- Follow The Creative Curriculum to fidelity.
- Attend staff meetings, and serve on committees as required.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence. Weekend training may apply.
- Perform light housekeeping duties including cleaning and sanitizing tables, sweeping floors, emptying waste receptacles, and maintaining the indoor and outdoor environments to ensure they are safe, sanitary, and in orderly condition at all times.
- Follow center policies and procedures including those for health and safety at all times.
- Understands the requirements of Mandated Reporter Laws and demonstrates the importance of informing their supervisor/manager of any concerns about children and suspicions of child abuse and/or neglect.
- Perform other duties as assigned.

Essential Functions

To perform this job, the individual must be able to carry out all essential functions

- Able to observe, see, hear and respond to children's needs.
- Able to lift 30 pounds from the floor to a waist-high table when necessary.
- Able to reach a child 20-30 feet away within 30 seconds without danger to the staff person's health.
- Able to crouch to a child's height, and maintain eye contact at the child's level.
- Able to perform movements that include grasping, touching, pushing, and pulling manual dexterity and hand-eye coordination.
- Able to determine the cognitive, social, and physical needs of children.
- Communicate verbally and in writing in English to a degree that children, parents, and other staff members are able to understand and respond to.
- Able to handle the stress and tension that contact with many children and parents may bring on a daily basis.

Guidelines

This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter who is required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter. This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by Plaza Community Services as a condition of employment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Plaza Community Services. Failure to satisfactorily complete the background check may affect the application status of applicants or the continued employment of current Plaza Community Services employees who apply for the position. Plaza Community Services is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military, and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email hr@plazacs.org. Plaza Community Services hires only individuals lawfully authorized to work in the United States (Public Law 99-603).