



Child Advocates / Parent Coaches
Child Abuse Prevention Council

Classification: Early Child Care Education
Position Title: Teacher
Department: First Steps Children's Center
Reports to: Site Supervisor

Definition of Classification:

Under general supervision the Teacher will implement and oversee all components of a quality preschool program classroom while working effectively with parents. The teacher will develop age appropriate programs, incorporating a literacy rich environment for children, using Child Development Education.

Description of Duties:

Essential Requirements

1. Provide for the health, safety, and nutrition of children.
 - A. Supervise children at all times to ensure a safe environment according to Cal OSHA Guidelines (SB198) Plan
 - B. Implement healthy practices within the classroom environment using universal health precautions including but not limited to washing hands, using latex gloves, changing diapers/clothing in a timely manner, dispensation of authorized medications.
 - C. Keeping accurate emergency information and authorizations for treatment of all children.
 - D. Maintain current CPR and First Aid Pediatric Certification
 - E. Provide food service support (serving and cleaning) for snacks, lunches, parties and other activities according to accepted practices.
 - F. Implement Center's Plan for medical and disaster related emergencies according to (SB198) guidelines.
 - G. Communicate all family updates to the Program manager and/or Program Director
 - H. Maintaining Nutrition Production Sheets on all children less than 12 months old.
2. Provide Early Childhood Programming
 - A. Planning and implementation of lesson plans that reflect the value statement and philosophy of the Agency integrating indoor and outdoor environments.
 - B. Developing and implementing age appropriate literacy rich classroom environments which include displays of children's work and attractive interest centers
3. Lift and carry children and materials of 30 pounds (from floor to waist) in repetitive manner
4. Ability to handle the daily commotion, high noise levels, and pressures of the Center on a daily basis.
5. Physically able to crouch, squat, sit and stand on the floor (up to 30 minutes) to relate to the children in their environment.
6. Physically and mentally capable to responsibly and professionally assist children and ensure their safety in a variety of settings, including but not limited to classroom, playground, and in the community.
7. Record statistics and compile reports required by funding sources.

8. Network with other community agencies and participate when requested, in community and health fairs and other events designed to promote CAPC programs.
9. Other duties, both program specific and CAPC related, as assigned.

Minimum Qualifications

Education: California Community Care Licensing Child Development Associate Teacher Permit Level or above or able to apply for and receive Associate Teacher Permit Level.

Experience: Two years of relevant experience teaching/working with children (ages 0 to 5) and families.

Knowledge of: Childhood development and child abuse issues.

Ability to: Gather and analyze data; organize and write reports, read, understand, interpret and apply pertinent rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain working relationships with others; present oneself professionally. Present curriculum in group, classroom and one-on-one settings. Engage students in interactive learning experience.

Technical Skills: Basic computer skills to include MS Outlook and Internet usage.

Condition of Employment: Employee shall be required to provide a T.B. clearance (checked every two years), submit fingerprints for Department of Justice Clearance, and provide annually, a DMV record report compliant with the Agency's liability insurance requirements. Employee must have a car, a valid driver's license, and proof of automobile insurance. Employee must demonstrate strong interpersonal skills and the ability to communicate with clients and co-workers in a compassionate, non-discriminatory, non-judgmental manner. Position is dependent on continued funding and is an at-will position. Available to work on evenings and weekends as required by supervisor.

Physical Demands: In order to perform the job duties associated with this position, the employee is regularly required to use his/her hands to finger, handle, grasp objects, tools and/or controls. The ability to talk, sit, stand, crouch, squat, walk, and hear well is necessary. The employee may also be required to reach with hands and arms, climb or balance, stoop, kneel, crawl, or crouch. Repetitively lift from floor to waist and/or move 30 pounds. Visual ability to judge distance, color, focus, and see peripheral objects is also necessary. Mental ability to handle commotion, high noise levels, and pressures of Children's Center on a daily basis, and assume responsibility for safety and welfare of children in a variety of settings, including but not limited to the classroom, playground and community.

Physical demands described here are representative of those that must be met by every CAPC employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Desired Qualifications

Child Assessment: Knowledge of child assessment tools such as DRDP and ASQ.

Documents Required with Application:

1. Cover Letter
2. Resume
3. College Level Transcripts
4. Copy of Community Care Licensing Permit

Benefits:

Personal Time Off, Holidays, Health, Dental, and Vision Insurance provided (employee pays a small portion of Health Insurance premium). Eligible for 403(B) retirement program with matching contribution from CAPC after 12 months of employment. Salary commensurate with experience.

Instructions for Applying:

Please send cover letter, resume, college level transcripts, and a copy of your permit from California Community Care Licensing to: CAPC, Attn: Joan Jacobs, P.O. Box 1257, Stockton, CA 95201. Applicants may also email materials to hr@nochildabuse.org. No phone calls please. Only those candidates selected for an interview will be contacted.

EOE

CAPC hires and promotes employees regardless of race, color, religion, ancestry, national origin or ancestry, age, gender, sexual orientation, marital status, medical condition or physical handicap or any other characteristic protected by applicable federal, state or local law. CAPC is an equal opportunity employer.