



School Age Associate Teacher

Job Description

Date Posted: 04/14/2021

About North Marin Community Services North Marin Community Services (NMCS) is a non-profit organization whose mission helps to empower youth, adults, and families in our diverse community. We serve 8,000+ people in need each year, providing comprehensive services to help people achieve well-being, growth and success. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, cultural humility, excellence, integrity, and learning and continuous improvement. Visit www.northmarinncs.org to learn about the impact of our services, and how you can make a difference in Novato.

Job Title: Full-Time School Age Teacher

Status: During summer and school closure days, 8 hours/day, and up to 5 hours/day Monday-Friday during the school year. This is a year-round, permanent position; Non-exempt position.

Salary Range: \$19/hour Generous benefit package including medical, dental, and vision benefits, life insurance, earn up to 3 weeks PTO in your first year, 12 paid holidays, employee assistance program, up to 2% retirement employer match, and childcare discount. **Sign-on bonus of \$250 at three months of employment.**

Reports to: Child Development Program Director

Purpose: To provide a comprehensive, equitable and culturally competent learning and care environment by providing academic after-school support and enrichment through a trauma-sensitive approach which includes having an inclusive, safe and nurturing environment for youth, in order to strengthen the foundational academic practices, foster resiliency, increase socio-emotional skills and motivation of elementary school youth including those who have experience trauma or have high needs so that each child can be successful in school and beyond. Teacher will have overall responsibility of curriculum, classroom routines, parent-teacher conferences, child observations/assessments, and offer support to other classroom staff when needed. Teacher must comply with program and agency-wide policies and procedures.

Essential Functions:

- To supervise and enrich school age children (teacher:child ratio 1:14) in an after-school and summer program setting
- Conduct bi-annual classroom climate evaluation utilizing approved CDE tools (DRDP and SACERS) and development and implementation of daily planned activities/curricula
- Implement Sparks Enrichment Program which includes: support homework tutoring, student habit development, test preparation, daily English and math building activities, evidenced based curriculum (Second Step), Step-It-Up-To-Thrive, and other curriculum that will help kids develop their inner spark.
- Effectively engage parents in supporting their child's development; work in partnership with parents to assess children individually in regards to key developmental areas; distribute parent educational materials; address behavior directly, as appropriate and seek guidance from Program Director when necessary.
- Ensure positive and open communication with colleagues
- Responsible for ensuring professionalism, respecting confidentiality, and following agency procedures regarding conflict resolution. Works well with others as part of a team.
- Work closely with Director to foster a positive, culturally affirming climate in the classroom and obtain guidance as needed. Follow procedures listed in the Employee Handbook, Parent Handbook, and COVID-19 Operations Manual.
- Support children's development in an inclusive, nurturing, kind manner with emphasis on positive discipline.

Printing Date:

North Marin Community Services

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- Actively participate in staff training and professional development activities; staff and agency team meetings.
- Be a strong ambassador for the agency.

Minimum qualifications:

- Associate Teacher Permit or higher. Minimum 12+ Early Childhood Education Units (ECE), including core courses or Multi-Subject Teacher credential. Bilingual applicants are encouraged to apply.
- A minimum of 21 hours of professional development and/or academic coursework is required to maintain CA teacher's permit.
- Current CPR/First Aid certification (willing to pay for training if needed)

Other Requirements:

Supervise and interact with children, requiring a full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities. Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs. Candidate must pass a Live Scan background check and a pre-employment health exam including proof of vaccinations and TB test clearance (costs reimbursed). An applicant with a conviction, other than a minor traffic violation, including a misdemeanor and/or felony, will not receive background clearance. Maintain current CPR and First Aid Certification (willing to send to training).

To apply for this position:

Please visit <https://www.northmarincs.org/careers-internships/>
Bilingual/Bicultural individuals are encouraged to apply.

Equal Opportunity

North Marin Community Services welcomes and encourages all qualified candidates to apply – especially as we recognize that people bring experience and skills beyond just the technical requirements of a job. We also know that self-doubt can sometimes get in the way of stretching professionally, so if your experience is close to what you see listed here, please consider applying. We value our differences and respect everyone – regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, citizenship status, marital status, genetics, AIDS/HIV, medical condition, political affiliation, disability, age, status as a victim of domestic violence/assault/stalking, or military/veteran status. If you have a disability and need assistance and/or accommodation with applying for a job, please contact hr@northmarincs.org or 415-892-1643 ext. 224.