



Early Childhood Education Teacher

Job Description

Most Recent Update:
Job Title:

8/23/2023

ECE Teacher

Status:

Full-time, hourly non-exempt position (40 hours/week).

Reports to:

ECE Assistant Manager

Purpose:

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

Essential Functions:

- To supervise and enrich children from diverse backgrounds in an ECE childcare setting.
- Support development and implementation of daily activities/curricula.
- Effectively engage parents in supporting their child's development; distribute parent educational materials; address behavior directly, as appropriate, and seek guidance from Program Director or ECE Assistant Manager 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.
- Support classroom team with twice annual children's developmental assessments
- Work closely with ECE Assistant Manager to foster a positive, culturally affirming climate in the classroom and obtain guidance as needed.
- Follow procedures listed in the Employee Handbook and Family Handbook
- Support children's development in an inclusive, nurturing, kind manner with emphasis on positive behavior guidance
- Actively participate in staff training and professional development activities, staff and agency team meetings.
- Be a strong ambassador for the agency.
- Maintain current CPR and First Aid Certification
- Other duties as assigned.

Qualifications:

Required Qualifications:

- English fluency
- Associate Teacher Permit or higher. Minimum 12+ Early Childhood Education Units (ECE), including core courses
- Bilingual (Spanish)/bicultural
- A minimum of 21 hours of professional development and/or academic coursework is required to maintain child development permit
- Current CPR/First Aid certification (willing to pay for training if needed)
- Full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities including lifting children weighing up to 35 pounds unassisted.

Preferred Qualifications:

- Bilingual (Spanish)/bicultural

Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.