



## JOB DESCRIPTION

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<b><u>TITLE:</u></b>	Early Head Start Teacher
<b><u>CATEGORY/DEPT:</u></b>	Early Head Start/Early Head Start-CCP
<b><u>REPORTS TO:</u></b>	Early Education Center Manager
<b><u>REPORTING STAFF:</u></b>	No
<b><u>STATUS:</u></b>	Non-Exempt

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### **AGENCY OVERVIEW:**

Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

### **JOB SUMMARY:**

Westside Children's Center is a comprehensive early childhood education program with a focus on school readiness for children zero to 3 years of age. Developmentally appropriate services are provided for children from low income families, zero to 3 years of age. The Early Head Start Teacher will provide daily educational services to children ages 3 months to 36 months in a center base setting. Overall the Early Head Start Teacher must ensure a safe and healthy environment which supports each child's development. The Early Head Start Teacher must ensure full compliance with all California State licensing and Federal performance standards regulations.

### **ESSENTIAL JOB DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for the primary care of up to eight (8) children, including feeding, diapering, and overall care for infants and toddlers
- Demonstrate respect and support for the child's background by incorporating the cultural, linguistic, and familial values and beliefs of the family into the child care environment and routines
- Develop secure and loving relationships with children; demonstrate a willingness to experiment with different languages during daily routines and in a variety of settings
- Provide for all areas of a child's development
- Provide a classroom environment that encourages parent participation
- Support parents as their child's first teacher(s)
- Provide a developmentally appropriate and nurturing environment for infants and toddlers and document child's progress, attendance, and other requested information

- Plan and implement daily lessons using program required curriculum and other resources which maximize each child's developmental ability
- Integrate subject matter to assist children in making connections
- Offer a balance between child-initiated and teacher-directed learning
- Provide multiple opportunities for inquiry, problem-based learning, and other effective strategies that are relevant and intellectually engaging
- Maintain an individualized feeding plan and monitor daily nutritional intake of children.
- Administer and supervise nutrition and food service
- Assist families with children's transition to preschool program or other child care programs
- Maintain a clean environment and use proper sanitation procedures
- Assist with the supervision of staff and volunteers for child care setting
- Ensure the safety (physically and psychologically) and well-being of all children; and universal precaution use by staff
- Monitor the sign-in and sign-out sheet for accuracy
- Promote good health practices and contribute to the prevention of illness
- Ensure the documentation of the child's daily health check and accurate reporting to the parent regarding the child's health status
- Conduct screening and developmental assessments and maintain written records of each child's development
- Address all factors, including health, disabilities, or family dynamics that may influence a child's school readiness
- Maintain current and accurate records on each child
- Must be able to administer medication to children and understand the proper dosage in center-based setting
- Must report accidents and incidents verbally and in writing to the parent and supervisor
- Exchange information and serve as a member of a trans-disciplinary intervention team
- Participate in on-going in-service and educational development opportunities provided by the Agency
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

#### **QUALIFICATIONS & EDUCATION:**

- Must hold or be eligible for a Child Development Associate Permit Or Teacher Permit issued by the state of CA Teacher Credentialing Office
- BA degree in Child Development or related field, requiring transcripts
- Six semester units related to infant and toddler development acceptable to meeting licensing requirements with passing grades of "C" or better
- One (1) to two (2) years' work experience in a licensed infant/toddler or preschool center
- Early Head Start experience preferred
- Strong written and oral communication skills
- Early Child Development knowledge and experience
- Ability to use the computer to input developmental data
- Ability to effectively plan, organize and implement educational activities
- Ability to make decisions on behalf of children and protect their well-being
- Must be able to manage confidential information
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD risk assessment
- Access to reliable transportation required

*Westside Children's Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*



*Westside Children's Center has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit [www.COAnet.org](http://www.COAnet.org) to learn more about COA Accreditation.*

**FOR CONSIDERATION:**

- Send **cover letter** and resume to [hr@westsidechildrens.org](mailto:hr@westsidechildrens.org)