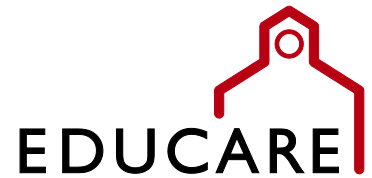




HEAD START PROGRAM



EDUCARE TEACHER

JOB SPECIFICATION

The Position

Educare schools, part of the nationwide Educare Learning Network, provide the quality care and early education to infants, toddlers, and preschoolers and their families that science shows is needed to narrow the student achievement gap for students in high-risk communities. Educare schools also serve as a platform for broader change, inspiring better quality programs throughout the community, more effective public policies within each state, and a smarter approach to the first five years of life and learning.

Los Angeles Educare in Long Beach is a collaborative partnership between the Long Beach Unified School District Early Head Start/Head Start, Long Beach Unified School District Child Development Centers, First Five, and private donors. The mission of Educare is to promote school readiness, reduce the achievement gap, and break the cycle of poverty by enhancing the social and cognitive development of children ages 0 to 5 through the provision of evidence-based education, health, nutritional, social, and other services to enrolled children and their families.

The Teacher leads the teaching team in the Educare classroom and works cooperatively with the teaching team to plan and implement the daily education program for the children. Under the supervision of the Mentoring Supervisor, the Teacher will ensure the education program is developmentally appropriate meeting the individual needs of children, as well as program standards of Los Angeles Educare in Long Beach, Head Start/Early Head Start, the California Department of Education and the National Association for the Education of Young Children (NAEYC).

Examples of Duties

Duties may include, but are not limited to:

Child Development

- Observe, assess, and document each assigned child's health, skills, behavior, growth, and development.
- Provide opportunities for children to develop positive self-images and experience success.
- Develop an individualized educational plan for each child.
- Contribute information for child and family staffing.
- Coordinate referrals for children with special needs or mental health needs with the Mentoring Supervisor.
- Foster positive relationships with all children in the classroom.

Classroom Management

- Maintain an attractive and stimulating learning environment and encourage child's independence and self-selection of activities.
- Ensure that all children are under appropriate supervision and guidance at all times.
- Maintain a clean, safe and healthy classroom environment.
- Ensure the timely completion of necessary paperwork, including developmental assessments, lesson plans, newsletters, incident reports, etc.

Curriculum

- Plan and implement developmentally appropriate classroom activities that will enhance the social, emotional, physical, and cognitive development of each child.
- Develop lesson plans with goals, objectives, activities, and outcomes for children and participate in implementing them intentionally.
- Integrate other areas, i.e., health, nutrition, mental health, disabilities and parent involvement, into the education plan.
- Take responsibility for as assigned, the creation of documentation panels on a regular basis to make the learning that the children are experiencing visible to parents and visitors.

Parent Engagement

- Develop effective relationships with parents through regular informal conversations.
- Communicate with parents regularly about their child's progress.
- Schedule and lead home visits with each child's family to clarify child and family needs.
- Encourage parent participation in program activities and in implementing education activities for their children at home.
- Develop effective partnerships with parents by encouraging input into all aspects of the educational program.

Other

- Participate in reflective supervision with primary supervisor.
- Perform other duties as assigned within the scope of the job description.

Qualifications

Knowledge and Skills

A. Certification and Education

- Bachelor's Degree in ECE or a related area with a minimum of 30 credits of college level coursework to include 12 units of core Early Childhood coursework, 6 Infant Toddler units, and an additional 12 credits earned from a related area. (Related areas can include, but are not limited to, child development, early childhood curriculum, early childhood assessment, psychology, family development, social work and children's literature.) It is up to each prospective employee to provide Educare with information on the college courses taken and to demonstrate that the courses address early childhood education or child development.
- A valid State of California Child Development Master Teacher Permit or higher.

B. Experience

- A minimum of two years of experience teaching in an early childhood program.
 - Two years of experience in an instructional capacity as a paid assistant in a child development program or;
 - Three years experience as a volunteer in an instructional capacity in a child development program or;
 - A supervised field work course from an accredited institution, plus one year of experience in an instructional capacity in a child development program or;
- Any other combination of appropriate experience will be considered.

C. Skills

- Knowledge of curriculum, principles, and best practices of early childhood education.
- Ability and willingness to remain abreast of developments in the child development/early childhood education field to enhance professional growth and development.
- Willingness to participate in Educare's commitment to continuously review, analyze, and apply findings from local and national evaluations to current program design.
- Knowledge of state child care licensing requirements.
- Ability to work within an interdisciplinary team as a cooperative and supportive team member.
- Ability to establish supportive relationships and form an alliance with staff and families from diverse backgrounds on behalf of children.
- Ability to effectively communicate, verbally and in writing, in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- Ability to take or think about the perspective of others and demonstrate self-awareness of one's own culture, beliefs, and values.
- Ability to physically interact with children including the ability to walk or run quickly, kneel or sit on floor, bend and lift, walk over rough or uneven ground, while in or outside of facility.
- Ability to lift, carry and move center/classroom equipment and supplies and/or bulky objects or children weighing up to 50 lbs.
- Organization skills with the ability to manage time and multiple priorities.
- Ability to collaboratively problem-solve.
- Maintain boundaries and performs all duties in an ethical and professional manner.
- Comply with all confidentiality regulations as required.
- Ability to obtain and maintain current First Aid and CPR certification.
- Ability to operate a computer and office equipment, including, but not limited to, a telephone, fax machine, and copier.

D. Knowledge

- Early childhood development.
- Developmentally appropriate curriculum for young children.
- Parent involvement/parent education.

Health Requirements

- Must meet state health requirements, including undergoing a physical examination at the time of employment.
- Must have been immunized for, or have immunity to Pertussis and Measles; as well as receive a yearly influenza shot.
- Must have current TB clearance at time of employment issued within six months prior to employment and renewed every five years.
- Must be physically fit and have the ability to restrain or lift, a 30-40 lb. child, in case of an emergency, and materials and training equipment.

Special Requirements

- Must have the use of an automobile, adequate automobile insurance coverage, a valid California driver's license, or must have available private transportation.
- May be assigned to various daily and weekly schedules in order to facilitate the implementation of the program.
- Will require occasional out-of-state travel for Educare Network Professional Development.

12-month Calendar

Certificated Salary Schedule E1 123

Annual Salary \$43,543 - \$65,663



HEAD START PROGRAM



EDUCARE ASSOCIATE TEACHER

JOB SPECIFICATION

The Position

Educare schools, part of the nationwide Educare Learning Network, provide the quality care and early education to infants, toddlers, and preschoolers and their families that science shows is needed to narrow the student achievement gap for students in high-risk communities. Educare schools also serve as a platform for broader change, inspiring better quality programs throughout the community, more effective public policies within each state, and a smarter approach to the first five years of life and learning.

Los Angeles Educare in Long Beach is a collaborative partnership between the Long Beach Unified School District Early Head Start/Head Start, Long Beach Unified School District Child Development Centers, First Five, and private donors. The mission of Educare is to promote school readiness, reduce the achievement gap, and break the cycle of poverty by enhancing the social and cognitive development of children ages 0 to 5 through the provision of evidence-based education, health, nutritional, social, and other services to enrolled children and their families.

The Associate Teacher works cooperatively with the Teacher to plan and implement the daily education program for the children. Under the supervision of the Mentoring Supervisor, and Teacher, the Associate Teacher will ensure the education program is developmentally appropriate meeting the individual needs of children as well as program standards of Los Angeles Educare in Long Beach, Head Start/Early Head Start, the California Department of Education and the National Association for the Education of Young Children (NAEYC). In the absence of the Lead Teacher, the Associate Teacher takes responsibility for the management of the classroom.

Examples of Duties

Duties may include, but are not limited to:

Child Development

- Observe, assess, and document each assigned child's health, skills, behavior, growth, and development.
- Provide opportunities for children to develop positive self-images and experience success.
- As assigned, develop an individualized educational plan for each child.
- Contribute information for child and family staffing.
- As assigned, coordinate referrals for children with special needs or mental health needs with the Mentoring Supervisor.
- Foster positive relationships with all children in the classroom.

Classroom Management

- Maintain an attractive and stimulating learning environment and encourage child's independence and self-selection of activities.
- Ensure that all children are under appropriate supervision and guidance at all times.
- Maintain a clean, safe and healthy classroom environment.
- Assist with the timely completion of necessary paperwork, including developmental assessments, lesson plans, newsletters, incident reports, etc.

Curriculum

- Assist in the planning and implementation of developmentally appropriate classroom activities that will enhance the social, emotional, physical and cognitive development of each child.
- Assist in the development of lesson plans with goals, objectives, activities, and outcomes for children and participate in implementing them intentionally.
- Assist in the integration of other areas, i.e., health, nutrition, mental health, disabilities, and parent involvement, into the education plan.
- Assist in, or take responsibility for as assigned, the creation of documentation panels on a regular basis to make the learning that the children are experiencing visible to parents and visitors.

Parent Engagement

- Develop effective relationships with parents through regular informal conversations.
- As assigned by the teacher, communicate with parents regularly about their child's progress.
- As assigned, participate in home visits with each child's family to clarify child and family needs.
- Encourage parent participation in program activities and in implementing education activities for their children at home.
- Develop effective partnerships with parents by encouraging input into all aspects of the educational program.

Other

- Participate in reflective supervision with primary supervisor.
- Perform other duties as assigned within the scope of the job description.

Qualifications

Knowledge and Skills

A. Certification and Education

- Associate's Degree in Early Childhood Education or Child Development; or
- Bachelor's Degree in a related area with a minimum of 30 credits of college level coursework to include 12 units of core Early Childhood coursework and an additional 12 credits earned from a related area. Related areas can include, but are not limited to, child development, early childhood curriculum, early childhood assessment, psychology, family development, social work and children's literature. It is up to each prospective employee to provide Educare with information on the college courses taken and to demonstrate that the courses address early childhood education or child development.
- A valid State of California Child Development Associate's Teacher Permit or higher.

B. Experience

- A minimum of six months experience teaching in an early childhood program.
 - Two years of experience in an instructional capacity as a paid assistant in a child development program or;
 - Three years experience as a volunteer in an instructional capacity in a child development program or;
 - A supervised field work course from an accredited institution, plus one year of experience in an instructional capacity in a child development program or;
- Any other combination of appropriate experience will be considered.

C. Skills

- Knowledge of curriculum, principles, and best practices of early childhood education.
- Ability and willingness to remain abreast of developments in the child development/early childhood education field to enhance professional growth and development.
- Willingness to participate in Educare's commitment to continuously review, analyze, and apply findings from local and national evaluations to current program design.
- Knowledge of state child care licensing requirements.
- Ability to work within an interdisciplinary team as a cooperative and supportive team member.
- Ability to establish supportive relationships and form an alliance with staff and families from diverse backgrounds on behalf of children.
- Ability to effectively communicate, verbally and in writing, in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- Ability to take or think about the perspective of others and demonstrate self-awareness of one's own culture, beliefs, and values.
- Ability to physically interact with children including the ability to walk or run quickly, kneel or sit on floor, bend and lift, walk over rough or uneven ground, while in or outside of facility.
- Ability to lift, carry and move center/classroom equipment and supplies and/or bulky objects or children weighing up to 50 lbs.
- Organization skills with the ability to manage time and multiple priorities.
- Ability to collaboratively problem-solve.
- Maintain boundaries and performs all duties in an ethical and professional manner.
- Comply with all confidentiality regulations as required.
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D. Knowledge

- Early childhood development.
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Health Requirements

- Must meet state health requirements, including undergoing a physical examination at the time of employment.
- Must have been immunized for, or have immunity to Pertussis and Measles; as well as receive a yearly influenza shot.
- Must have current TB clearance at time of employment issued within six months prior to employment and renewed every five years.
- Must be physically fit and have the ability to restrain or lift, a 30-40 lb. child, in case of an emergency, and materials and training equipment.

Special Requirements

- Must have the use of an automobile, adequate automobile insurance coverage, a valid California driver's license, or must have available private transportation.
- May be assigned to various daily and weekly schedules in order to facilitate the implementation of the program.
- Will require regular in and out-of-state travel for Educare Network Professional Development.
- Must be willing and able to participate in frequent observations through one-way windows and audio-video taping for the purpose of continuous quality program improvement including visits from policy makers and potential funders as required by the Educare Network Agreement.

12-month Calendar

Certificated Salary Schedule

Annual Salary \$39,042 - \$68,831