

**Preschool Associate Teacher, Full-Time
Grail Family Services
Job Description**

Job Title: Child Development Associate Teacher

Salary Range: DOE

Program: Grail Family Services Preschool (GFS)

Reports To: Site Supervisor and/or Lead Teacher

Background: Grail Family Services (GFS) fosters learning and the empowerment of vulnerable families with young children through the delivery of programs that educate, develop leadership skills, and build a sense of community. GFS operates in a community where more than 50% of the children in local schools are not reading at grade level. For more information, please see our website at www.gfsfamilyservices.org.

Position Summary:

Teachers are responsible for planning and implementing a learning environment and experiences to help young children develop socially, intellectually, physically and emotionally. They ensure the development and safety of these children in accordance with Title 5 and Title 22 regulations, per program requirements. Teachers will be respectful of children and parents, and ensure that equipment and facilities are clean, safe, and well maintained.

Example of Duties and Responsibilities:

- Assist Site Supervisor in the development and implementation of a developmentally appropriate program for children
- Assist in the planning and implementation of activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Ensure equipment and the facility are clean, well maintained and safe at all times
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Supervise children, ensuring children are supervised at all times
- Establish routines and provide positive guidance
- Under the supervision of the Site Supervisor, perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- Assist Site Supervisor to collect data on children's learning through the different parts of the Curriculum Framework; assess children's current levels and progress using DRDP, ASQ, and ASQ- SE
- Integrate special needs children in a positive and respectful manner
- Maintain ongoing, open communication with parents/ caregivers.
- Provide a classroom environment that encourages parent participation.
- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff.
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests.

- Liaison with children's families to ensure a smooth transition from preschool to kindergarten as needed.
- Maintain accurate, complete and timely client and agency records; Completes daily meal and attendance records.
- Additional duties may be assigned as required

Education and/or Experience:

- Child Development Associate Teacher Permit or higher (required prior to start)
- AA degree in Early Childhood Education plus 2 years of teaching experience
- Have 15 hours of health and safety training or willing to obtain within six months
- Understanding of principles and best practices of early childhood education
- Familiarity of child assessment tools (California DRDP tool, ASQ/ASQ-SE)

License or Other Requirements:

- Must be 18 years of age or older
- CPR and First Aid certified
- Act as a Mandatory Child Abuse and Neglect Reporter, as required
- Ability to pass a Criminal Background Check/Fingerprinting, per Title 22 regulations (obtained prior to start)
- Current negative Tuberculin test and health report, per Title 22 regulations (obtained prior to start)
- Able to lift up to 30 pounds chest high

Language Skills:

- Bilingual-Spanish/English, preferred
- Ability to read, analyze, and interpret data, general business periodicals and governmental regulations in the English language
- Must possess adequate communication skills to present facts and recommendations effectively, both oral and written

To apply:

- Please email a cover letter and resume to nhurtado@gfsfamilyservices.org
- No Phone calls, please.

GFS is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants