

MONTEREY COUNTY OFFICE OF EDUCATION

ASSOCIATE TEACHER

CLASSIFICATION: Classified
SALARY LEVEL: Head Start: 34, 34.5, 35
Migrant Ed: 34, 34.5, 35

WORK YEAR:

DEFINITION:

Under the general direction of the Site Supervisor or ECE Program Director and guidance of the Pre-School or Master Teacher, the Associate Teacher works as a member of a pre-school teaching team to promote active learning by planning and implementing developmentally appropriate learning experiences and by creating an environment in which three through five-year-old children can experiment, make choices, solve problems and share their experiences with others

INSTRUCTIONAL SETTINGS:

Head Start:

Pre-school classroom located in either a Head Start facility or within a school district school site following a traditional school year.

Migrant Education School Readiness Program (MESRP):

Home based and center based sessions requiring parent/guardian participation scheduled throughout the year.

SUPERVISOR:

Site Supervisor
ECE Program Director

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description 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.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Plans and provides individualized activities and experiences designed for all areas of a child's development: physical, emotional, social, and cognitive through an integrated approach
- Prepares the environment for children to learn through active exploration and interaction with adults, other children, and materials

- Provides materials that are concrete, real, and relevant to the children's lives
- Extends children's learning by asking open-ended questions and/or making suggestions that stimulate children's thinking
- Responds quickly and directly to children's needs, desires and verbal and non-verbal messages adapting the response to the children's differing styles and abilities
- Facilitates the development of self-esteem by expressing respect, acceptance, and comfort for children
- Refers families to community resources as needed
- Meets with teaching team and attends program related meetings, trainings, conferences, and parent conferences
- Plans and prepares activities, equipment and materials
- Monitors and evaluates student progress and completes records accurately
- Collects and reviews student data such as strengths, methods, strategies best used in support of goals
- Completes forms, logs and paperwork required
- Participates physically with students in activities as needed
- Supervises students as directed
- Complies with the Monterey County Office of Education Board Policies, Superintendent Policies, and Administrative Regulations

DUTIES SPECIFIC TO HEADSTART:

- Assists with daily classroom activities under the guidance of the teacher to utilizing Head Start Program Performance Standards
- Organizes room displays, bulletin boards and interest areas appropriate to the students' goals
- Assists in providing snacks and meals during school day as mandated by student educational program
- Assists in the management and housekeeping of the classroom ensuring a safe environment
- May direct the work of an assigned Assistant Teacher
- Assists children with toilet training, including changing diapers
- Complies with State of California Health and Welfare Codes including Title 22; Head Start Performance Standards; Head Start policies and procedures, and other applicable state and federal regulations

DUTIES SPECIFIC TO MESRP:

- Conducts home visit sessions to coach parents by modeling ways in which the parent can interact with child(ren) to develop language, literacy, social and cognitive skills
- Encourages and emphasizes parental participation and involvement while modeling positive behavior that actively supports growth and discovery
- Provides parents with tools and strategies and promotes constructive parent/child interactions
- Assists with daily classroom activities under the guidance of the teacher if assigned to a classroom setting

OTHER DUTIES:

Performs other job-related tasks as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, and operate center equipment, and drive an automobile; vision sufficient to read printed materials and to see at a distance; hearing sufficient to conduct in person conversations with children and adults and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, and run; physical mobility sufficient to move rapidly about the work environment on varied indoor and outdoor surfaces, to drive an automobile, and to respond to emergency situations; physical strength sufficient to lift 45 pounds and 100 pounds with assistance; physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time, to stand and walk for prolonged periods of time and the agility to climb stairs; physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

Head Start:

- 24 or more units of postsecondary semester education or equivalent quarter units in Early Childhood Education, Child Development, or a related field from an accredited college or university is required
- California Child Development Associate Teacher Permit
- AA Degree or higher in early childhood education, child development, or a related field OR be enrolled in a program leading to an Associate's degree or higher

MESRP

- Option 1
 - A. Complete a minimum of 12 semester units of course work in early childhood education or child development (excluding field work), including at least one course of at least three semester units in each of the following core areas:
 - Child/human growth and development
 - Child, family, and community, or child and family relations
 - Programs/curriculum
 - B. Complete at least 50 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last two years. School Age Emphasis under this option requires that 6 of the 12 semester units in early childhood/child development be in school age course work
- Option 2
 - Valid Child Development Associate (CDA) Credential; and
 - Three (3) months minimum supervised ECE teaching experience

Term and Renewal

The Child Development Associate Teacher Permit is issued for five years and is renewable once, for a total of two issuances. To renew, the holder must complete at least 15 semester units toward the Child Development Teacher Permit. By the end of the ten-year period, the holder must meet the requirements for the Child Development Teacher Permit.

Knowledge of:

- Basic English, spelling, grammar, and punctuation
- Standard arithmetic
- Operating manual and automated office equipment, including a personal computer
- Basic computer word processing sufficient to maintain records and reports
- Universal health precautions
- Strong Spanish verbal communication skills
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds

Skills and Abilities:

- Establish and maintain cooperative relationships with those contacted within the course of work
- Communicate effectively in the English and Spanish languages, both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with preschool children and their families
- Physically participate in activities outside the classroom such as: vocational training, mainstreaming, recreational activities and field trips
- Handle information in a discreet and confidential manner
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Analyze situations accurately and adopt an effective course of action
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Exercise reasonable judgement in unusual circumstances
- Understand and carry out oral and written directions
- Exercise reasonable judgement in unusual circumstances
- Work both independently and function effectively within a team setting
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs
- Function effectively in a multi-cultural setting

Desirable Qualifications:

- Experience working with special needs children

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability
- Possession of Pediatric First Aid and Pediatric CPR certificates within 90 days of employment
- Passing score on the MCOE Spanish Language Competency Test

Available Stipends: (These stipends are only applicable for positions in the Migrant Department):

- There is a 5% pay differential for Specialized Health Care Procedures if assigned to specific students and trained by MCOE
- There is a \$500 stipend for certification and willingness to administer emergency medications/procedures as defined by contract

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