

STOCKTON UNIFIED SCHOOL DISTRICT

HEAD START ASSOCIATE TEACHER (8 Hours)

DEFINITION:

Under the supervision of the Administrator of Early Childhood Education, the Senior Program Specialist and/or Site Principal, the eight (8) hour Head Start Associate Teacher is responsible to work with two (2) groups (AM and PM) children in a variety of age-appropriate, developmentally appropriate activities such as creative experiences, mathematics, perceptual motor skills, science, language, environment awareness and social studies, both in the indoor and outdoor environment according to the planned schedule, in collaboration with other team members at the school site or SUSD Head Start location; performs other related work as required.

EXAMPLE OF DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)

Work with other team members to provide learning experiences and collect resource materials that contribute to each child's general well being, growth and development in the affective, cognitive and psycho-motor domains. **E**

Work with other team members in the establishment of classroom climate that promotes fairness, diversity and respect for students and parents. **E**

Work with other team members in planning daily and weekly lesson plans that create individualized lesson plans for each child. **E**

Work with other team members in maintaining pupil progress records and reporting data per Head Start performance standards and guidelines. **E**

Work with other team members in nurturing the development of each child's self-control by developing direct and indirect techniques that are supportive, positive and effective with young children. **E**

Work with other team members in arranging and maintaining an attractive learning environment that promotes emotional stability and encourages the development of positive self-image. **E**

Work with other team members to provide for the safety of children and report any hazardous situations or accidents to the Head Start Lead Teacher, the Senior Program Specialist, and/or the Site Principal. **E**

Work with other team members to ensure the care of teaching materials, equipment and supplies and indicate needs to the Head Start Lead Teacher, the Senior Program Specialist, and/or the Site Principal. **E**

Work with other team members in planning and implementing parent involvement per Head Start performance standards and guidelines. **E**

Work with other team members to ensure meals are served per Head Start performance standards and guidelines. **E**

Work with other team members in maintaining sanitary conditions in the classroom during the day. **E**

Take the initiative to become informed regarding early childhood educational philosophies, objectives, curriculum, teaching methods and tools per Head Start performance standards and guidelines. **E**

EXAMPLE OF DUTIES (continued)

Attend in-services, workshops and staff meetings as assigned. **E**

Maintain regular and prompt attendance in the workplace. **E**

In the absence of the Head Start Teacher, the Associate Teacher will ensure educational program activities continue. **E**

Perform related duties as assigned or directed. **E**

QUALIFICATIONS:

Knowledge of:

- Head Start Performance Standards
- Early Childhood Environment Rating Scale-ECERS
- Desired Results Developmental Profile- DRDP
- Classroom Assessment Scoring System- CLASS
- Positive Classroom Management Techniques
- Cooperative Team Work
- Working with Parents.
- Basic computer programs such as; word processing, spreadsheet, and data base applications.

Ability to:

- Meet the established Head Start Performance Standards and guidelines;
- Communicate effectively with other team members, parents, volunteers, and substitutes;
- Assess and record child growth and developmental needs;
- Attend evening meetings when required;
- Maintain groomed appearance and good health;
- Respect confidentiality of information;
- Demonstrate a willingness to improve professionally; and
- Support the philosophy of the SUSD Early Childhood Education/School Readiness Department.

Education and Experience:

Possession of an Associated Teacher Permit or higher; three (3) years of preschool experience and possession of an AA Degree is preferred.

License and Certificate:

- Possession of current CPR/First Aid Certificate

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and Outdoor Preschool Classroom Setting

HAZARDS:

- Employee may be exposed to blood-borne pathogens and bodily fluids.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Dexterity of hands and fingers to care for preschoolers.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- See to read a variety of materials, screen student health conditions, and effectively supervise preschoolers.
- Frequent bending/stooping to interact with preschoolers.
- Occasionally squat, crouch, crawl or kneel.
- Reach overhead, above the shoulders and horizontally to retrieve supplies and interact with preschoolers.
- Stand/walk frequently for extended periods of time.
- Occasionally lift up to 50 pounds overhead (with assistance).
- Occasionally lift up to 20 pounds above shoulder height.
- Occasionally lift up to 40 pounds from knee to waist; and from floor to knee.
- Occasionally lift and carry up to 20 pounds.
- Occasionally push/pull up to 25 pounds.
- Frequent simple or firm grasping with hands.
- Frequent head/neck flexion and rotation to observe preschoolers.

Salary Placement

Preschool Associate Incremental Salary Schedule

Bargaining Unit: STA

(\$21,686 - \$37,142)

Work year 184 days

Board Approved: 8-11-2015