



COMMUNITY ACTION OF NAPA VALLEY

*encouraging self-sufficiency*

## Job Announcement

**JOB TITLE:** Associate Teacher

**HOURS:** 40 hours per week

**SALARY:** \$15.00 per hour

**BENEFITS:** Health, Dental, Basic Life Insurance; 401(K) plan, vacation, sick, and holiday pay.

**SUMMARY:** The **Associate Teacher** is responsible for the implementation of the established curriculum for the children in the CANV Kids Development & Family Program operated by the Community Action of Napa Valley. Individual is part of a team effort to meet the individual needs of each child and assure compliance with all health and safety regulations.

### REQUIREMENTS AND QUALIFICATIONS:

1. An Early Childhood Education Associate Teacher Permit is required
2. 3 units in Infant/Toddler care if working with children under 3 years of age
3. Knowledge of implementation of child care programs
4. Knowledge of the needs of children from low income and ethnically diverse backgrounds
5. Knowledge of procedures in a child care setting
6. Knowledge of principles of Early Childhood nutrition
7. Knowledge of child abuse reporting laws
8. Ability to work as a team member
9. Ability to work with minimum supervision
10. Ability to establish and maintain cooperative workplace relationships
11. Ability to interact courteously and tactfully with people of diverse backgrounds and interests
12. Ability to evacuate children in a safe manner during an emergency and be able to lift up to 50 pounds
13. Qualify for CPR Certificate and First Aid
14. Must pass State Criminal Record clearance
15. Must show proof of a negative TB test within the last 60 days
16. Bilingual Spanish/English preferred but not required
17. Willingness to work variable hours/shifts

### ABOUT OUR AGENCY:

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, child care, meals for seniors, culinary training, tobacco education and volunteer opportunities.

### HOW TO APPLY:

Visit our website at <http://canv.org> to download an application. Only individuals who submit an application will be considered for job position. Mail to: 2310 Laurel Street, Suite 1, Napa, CA 94559 or E-mail to: [canv@can-v.org](mailto:canv@can-v.org) or Fax to: (707) 253-6156

OPEN UNTIL FILLED

CANV IS AN EQUAL OPPORTUNITY EMPLOYER



## Associate Teacher Job Description

The **Associate Teacher** is responsible for the implementation of the established curriculum for the children in the CANV Kids Development & Family Program operated by the Community Action of Napa Valley. Individual is part of a team effort to meet the individual needs of each child and assure compliance with all health and safety regulations.

**JOB TITLE:** Associate Teacher

**DEPARTMENT:** CANV Kids Development & Family Program

**JOB SITE:** 1510 Myrtle Ave or 2521 Old Sonoma Rd

**REPORTS TO:** Site Supervisor

**SUPERVISES:** Assistant Teachers, Substitutes, Trainees and Volunteers

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the operation of all classroom and playground activities.
2. Maintaining the health and safety of the classroom and playground environment.
3. Responsible for the implementation of a bilingual, multicultural curriculum, which includes health and nutrition; special events; and the motor, cognitive, social and affective skills.
4. Maintain required records and documents as required by the State Department of Education, Community Care Licensing and the Child & Adult Care Food Program.
5. Conduct daily health screening of children.
6. Assessing and meeting the individual needs of each child.
7. Distribute medication as prescribed by physician.
8. Follow up on any special needs of each child in the program.
9. Establish effective communication with parents to facilitate a sense of partnership
10. Provide parents with information on their child's development and on educational and community resources, discipline and parent service activities as needed and when conducting parent conferences at least twice a year.
11. Generate parent involvement in all aspects of the program.
12. Maintain a flow of communication with other staff to foster program efficiency and effectiveness.
13. Attend meetings and training as required.
14. Perform CPR and First Aid if necessary
15. Respond and take charge in an emergency: evacuate children in a safe manner, check the building and provide other emergency services as needed until help arrives.
16. Participate in the evaluation process for staff and program
17. Maintain confidentiality as required by law and CANV policies.
18. Comply with established CANV procedures.
19. Perform other related duties as assigned.

### KNOWLEDGE OF:

- Implementation of child care programs
- Procedures in a child care setting
- The needs of children from low income and ethnically diverse backgrounds
- Child abuse reporting laws
- Principles of Early Childhood nutrition

### ABILITY TO:

- Work as a team member
- Qualify for CPR Certificate and First Aid
- Establish and maintain cooperative workplace relationships
- Evacuate children in a safe manner during an emergency and be able to lift up to 50 pounds
- Interact courteously and tactfully with people of diverse backgrounds and interests
- Work with minimum supervision
- Establish and maintain cooperative workplace relationships.

### PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate to loud.
- Center is on street level.

### IF DRIVING DURING WORKING HOURS:

- Must possess a valid California Driver License.
- Must maintain a good driving record.
- Must maintain vehicle liability insurance.