



# OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Tribal TANF,  
Career Education, Early Childhood Education  
2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

**POSITION TITLE:** Early Head Start (EHS) Teacher  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Early Childhood Education (ECE)  
**SUPERVISOR:** EHS Site Supervisor  
**PAYRATE:** \$12.16 to \$17.11 per hour

### **Position Summary:**

Under direct supervision of the EHS Site Supervisor, ensures that the children in the EHS Program receive appropriate physical, nutritional, social, emotional, cultural and developmental care in accordance with established EHS rules and regulations. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.*

### **Essential Duties & Responsibilities:**

- Provides a safe and healthy learning environment for children.
- Follows all federal, state and tribal regulations regarding instruction practices, fire, and health and safety standards including hand washing, laundry and housekeeping practices.
- Carries out assigned staff responsibilities regarding lesson plans, evaluations and records. Formulates lesson plans for classroom activities and home learning tasks.
- Responsible for the daily completion of USDA meal count. Self-monitor classroom documentation to ensure systems and procedures are being followed as per written guidance and timelines.
- Enhance physical and intellectual competence in children by promoting physical, cognitive, language, and creative skills, including children who require special services. Attend teacher meetings as scheduled to facilitate mentoring classroom staff in ECE.
- Reinforces positive communication, respect, and interaction between children and adults.
- Communicates with and actively involves parents in all aspects of site activities, through parent-teacher conferences, open house, community gatherings and brainstorming sessions.
- Follows established program curriculums, procedures, documentation and service plans. In accordance with the Site/Education Coordinator, monitors and provides support assistance to staff and EHS partners. Perform administrative duties as assigned. Collaborate with teachers to bring consistency and best practices to the classroom.
- Models appropriate instructional techniques for teachers and volunteers. Provides assistance in completing all appropriate documentation; i.e., Daily Assessment form, Feeding Guide, and Health Reports.
- Actively participates with age appropriate interactions and classroom activities such as free play, mealtime, floor time and classroom activities. May include bathing, diaper changing, and formula preparation for infants. Follows site procedures to receive and discharge the children.
- Administer educational screenings, identify and refer children with potential high risk of health, disability or behavioral concerns.
- Maintains confidentiality of program and client related information at all times.

- Reports any indication of abuse or neglect.
- Maintains professional knowledge by attending meetings, conferences and educational workshops.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

Current Infant Toddler Child Development Associate Certificate (CDA) or ability to obtain and maintain a CDA within six (6) months of hire; or possess an accept degree or number of credits in a related field with training or coursework in infant and toddler content and 120 hours of formal early childhood education training covering the growth and development of children ages birth to 3 years within the last 5 years with at least 480 hours of professional experience in a group setting with children ages birth to 3 years; First Aid, CPR, and Automatic Defibrillator and California Food Handlers' certifications required, or obtained and maintained within six (6) months of hire. High School Diploma, GED or CHSPE required. Experience with Native Communities is preferred. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, TB clearance, and background investigation.

**Knowledge, Skills, and Abilities:**

- Extensive knowledge and understand of child development theories and practices.
- Experience working in a Federally-funded and regulated environment.
- Experience in policy and procedure processes.
- Experience in planning and facilitating groups.
- Excellent communication, interpersonal, program-solving and decision-making skills and abilities.
- Experience in classroom risk management.
- Understanding of the interrelationships between services and systems.
- Ability to learn new tasks quickly and efficiently.
- Ability to handle multiple tasks simultaneously and meeting deadlines.
- Ability to gather and analyze data for reports.
- Strong customer service focus.
- Ability to work with a culturally diverse population.
- Knowledge of personal computer use (e.g., Microsoft Office Suite), and possess accurate data, documentation and recordkeeping skills.
- Knowledge of Native American traditions, language, history and culture.
- Knowledge of early childhood development, diet and nutrition guidelines.
- Knowledge of curriculum development, use of educational technology, effective instructional strategies/techniques, program designs, assessment and evaluation procedures.
- Skill in administering disciplinary rules to children and resolving situational conflicts among children.
- Skill in interacting and engaging children.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to supervise and ensure a safe learning environment for young children.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee

