



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
PAY GRADE: NE3 \$18.87 to \$24.53

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 current California Child Development Associate Teacher Permit; or an Associate's Degree in Early Childhood (EDE) or Child Development and 3 units in Infant/Toddler course, 1 year teaching experience. Must continue taking ECE or CD Classes, or Bachelor's Degree in Child Development, Early Childhood Education, or equivalent coursework (12 units of ECE/CD classes). First Aid, CPR, and California Food Handlers' certifications obtained 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, pre-employment health screening and 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 occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in a ECE setting with a moderate to loud noise level where employee may be exposed to unpleasant odors, hazardous material and infectious disease. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OV CDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.

Note:

This is a grant-funded position. Continued employment in this position is contingent upon renewal of the grant on a year-to-year basis. Merit eligibility for steps 9, 10 and 11 are based on additional educational requirements.

Benefits:

OV CDC offers an affordable, comprehensive, and competitive benefits package. Eligibility for benefits depends on the position. The following is a listing of the benefits package:

- Medical plan
- Dental and Vision Insurance
- Flexible Spending Account option
- Generous Vacation and Sick Leave
- Observation of federal and state holidays
- 401(k) with employer match
- Life insurance
- Wellness program
- Tuition Reimbursement Program
- Professional Development and other training opportunities