



# Northcoast Children's Services

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## JOB DESCRIPTION

Northcoast Children's Services

Infant & Toddler Center, General Child Development, Head Start

### **TEAM TEACHER**

Under the supervision of the Head Start Regional Supervisor or State Center Director, the Team Teacher is responsible for the development and implementation of all classroom activities. The Team Teacher will work closely with the Center Director/Teacher to coordinate services for children, families, and the program. They must maintain program consistency regarding rules, individualization for the children, and program expectations. This is a non-exempt position.

### **DUTIES/RESPONSIBILITIES:**

1. Plan and implement daily curriculum in accordance with appropriate program guidelines. Write and post weekly lesson plans at the center. Plan and conduct field trips.
2. Develop programs to meet the individual needs of each child and his/her family in collaboration with Head Start staff.
3. Develop program components which are sensitive toward each child's rights, needs, and cultural/socioeconomic background.
4. Develop a safe, stimulating learning environment. Assign staff to, and share in, housekeeping duties.
5. Be familiar with and communicate information on program policies and procedures to parents, staff, and interested community members.
6. Be familiar with and follow applicable funding terms and conditions.
7. Be responsible for recruitment and enrollment of children and families and for daily and monthly attendance records in partnership with the Regional Program Assistant, Enrollment Manager or Center Director.
8. Organize daily preparation time to include, but not limited to:
  - a. Prepare curriculum and daily activities, develop and obtain needed materials and supplies.

- b. Evaluate daily program and each child's progress.
  - c. Assist in conducting developmental screenings and in the maintenance of pertinent child development assessments and records.
  - d. Perform other tasks required for efficient program operation.
9. Assist children in self help skills and daily routines including toileting, dressing, eating, napping, etc.
  10. Train and integrate staff, volunteers, parents and resource people into the program.
  11. Attend staff, parent and community meetings as required.
  12. Communicate pertinent information regarding a child's growth and development to parents and staff (in partnership with Head Start Staff regarding co-enrolled children). Uphold confidentiality of child and family information.
  13. Implement guidance techniques with children which are appropriate to the situation and aid individual children who experience difficulty in the group.
  14. Assist with preparation, service and clean up of food program when appropriate.
  15. Screen children daily for health problems. Contact parents when child becomes ill or hurt. Administer first aid when needed.
  16. Attend and participate in appropriate inservice and training programs.
  17. Be familiar with and adhere to the policies and procedures as outlined by the NCS Personnel Policies.
  18. Perform other duties as assigned.

**QUALIFICATIONS:**

1. Must possess a minimum of an Associate Teacher Permit on the Child Development Matrix. Three (3) units in Administration are desirable. Also, for infant and Toddler Centers, three (3) units in Infant Toddler care are desirable.
2. Possess minimum of one year teaching experience in a preschool setting with at least six months being in an Infant & Toddler Center. One year supervising at least one other staff person is desirable.
3. Must be sensitive to the needs and characteristics of young children. Must have the ability to relate well to other staff members, parents and community members. Must be able to self-direct and initiate parent and staff activities.
4. Must possess a working knowledge of childcare programs, child growth and development, and curriculum planning.

5. Must have the ability to work with professionals and non-professionals of varied backgrounds.
6. Possess basic knowledge of first aid, child guidance techniques, communication skills and child development.
7. Must be able to deal with crisis situations in the classroom in a calm, mature, and sensitive manner.
8. Have the ability to develop warm, open relationships with children, parents, and staff.

### **Physical Requirements**

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical ability to lift and carry children up to 40 pounds for safety reasons.
3. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist and turn.

### **Health and Safety Training Requirements**

1. Must possess, or be willing to obtain within 30 days, a current pediatric first aid and pediatric CPR certificate (EMSA approved training).
2. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training)
3. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.