



30 YEARS of Excellence in Early Education

Position: **Assistant Teacher**
Program: School Age (Preschool)
Location: Meadow View
Status: Non-Exempt, Part-time
Reports to: Head Teacher or Site Supervisor
Compensation: Competitive and DOE

Position Qualifications:

Minimum qualifications:

- Assistant Teacher is required to possess an “Assistant” Child Development Teaching Permit or higher with 6 months classroom experience. **OR**
- Qualify with a minimum of 6 Early Childhood/Child Development CORE units with at least 6 months teaching experience. Individuals who do not possess but qualify, must obtain a Child Development Assistant Permit, or higher, within 6 months of NBCC employment.
- Solid working knowledge of Community Care Licensing requirements. California Department of Education requirements and of Industry “Best Practices”.
- Obtain and maintain certification of Pediatric First Aid and Pediatric CPR as required by California State Licensing.

Desired qualifications:

- Proficient in written and spoken Spanish language skills desired, but not required.

Job Description:

Under general direction provided by Head Teacher, plan, organize, and direct daily operations of students and classroom. In accordance with the Fair Labor Standards Act, this position is Part-Time non-exempt compensation. Assistant Teachers must demonstrate the ability to work as a collegial team member with respect, trust and professionalism with co-workers. The position is aligned with NBCC’s goals, philosophy and agency’s objectives.

Position Requirements

- Adheres to all NBCC policies and procedures as mandated by Executive, Program, and/or Educational Resource Director.
- In cooperation with the teaching team, maintain general housekeeping tasks (to provide and orderly, professional environment and atmosphere).
- Engage in regular self-assessment/goal setting and participate in timely evaluation of job performance with the Head Teacher and/or Site Supervisor.
- In cooperation with the Head Teacher, staff and/or Site Supervisor, obtain appropriate substitutes when ill, for vacation, and any other time off site for any reason.
- Attend all scheduled NBCC Staff Development Days.
- Demonstrate professional demeanor at all times.
- Support teaching team in implementing specific child behavior plans, intervention and resource referrals.
- Give warmth and positive attention to each and every child in the classroom.
- Recognize and consider each child in relationship to cultural and / ethnic background, as well as respond to each unique individual child with dignity and respect. Foster positive self-esteem through respectful interactions with children and staff.



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Program & Environmental Requirements

- In cooperation with all the teaching staff, maintain required supervision of children at all times (inside and outside) in accordance with California State Licensing regulations ratio standards. **Aides, who do not have at least 12 CORE ECE units, may not be left alone with children without supervision).**
- Assist teaching staff in maintaining a safe, orderly arrangement and inviting appearance in all classrooms (including outside play areas).
- In cooperation with staff, conduct the daily set-up of classrooms and outside play areas in an inviting fashion as to promote positive exploration and developmental progress.
- In cooperation with the teaching team, maintain classroom documents: daily meal counts, classroom rosters, and oach reports.
- Report to the Head Teacher or Site Supervisor, in writing, all injuries incurred by children or staff.
- Develop meaningful relationships with parents through facilitation of open, responsive communication on a continual basis.
- Promptly direct any relevant feedback (positive or negative issues) to the Head Teacher and/or Site Supervisor.
- Noise level in the work environment is frequently loud.
- Will work outdoors and indoors
- Will use computers, tablets, cell phone (if provided), and other office equipment
- Will work alone and with other peers and supervisors

Physical Requirements:

- Health clearance by a physician.
- Ability to fulfill physical requirements of the job including: lifting up to 50 pounds, range of movement including squatting, bending, reaching, standing and sitting.
- Proof of current Immunizations (Measles, Pertussis, Influenza).
- T.B. clearance within the past year.

To apply, please submit a cover letter and resume to HR Director, Sharon Vaughn at svaughn@nbcc.net.