



JOB VACANCY ANNOUNCEMENT

Job Title:	Associate Teacher	Date:	January 10, 2012
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The Position:	The Associate Teacher is responsible for the implementation of the established curriculum for the children in the Los Niños Child 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.
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Education and/or Experience:
Any combination of training and experience that would likely provide the required knowledge and abilities as listed below is qualifying. An Early Childhood Education Associate Teacher Permit is required; in addition, 3 units in Infant/Toddler care if working with children under 3 years of age.

Salary:	\$11.50 per hour	Hours:	35 hours per week
Exempt:	No	Department:	Los Niños Child Development & Family Program
Job Location:	1510 Myrtle Ave Napa	Supervises:	Assistant Teachers, Substitutes, Trainees, Volunteers
Reports to:	Site Supervisor	Vacancies:	One
Benefits:	Health, dental and life insurance; 401(K); vacation, holidays, and sick days		

The Agency:
Community Action of Napa Valley (CANV) was founded in 1965 as the designated Community Action Agency for Napa County. It is a private nonprofit tax exempt corporation. The agency currently operates a range of programs that provide vital basic services such as food, shelter, rental assistance, child care, meals for seniors, employment training, and tobacco education.

To obtain application and job description; and to submit completed application:

Name:	CANV - Human Resources	Email:	canv@can-v.org
Address:	2310 Laurel Street, Suite 1	City:	Napa
State:	CA	Zip Code:	94559
Phone:	707.253.6100 ext. 107	Fax:	707.253.6156
Deadline:	Open until filled. EOE		

JOB DESCRIPTION

Job Title:	Associate Teacher	Department:	Los Niños Child Development & Family Program
Summary of Responsibilities:	The Associate Teacher is responsible for the implementation of the established curriculum for the children in the Los Niños Child 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.		
Salary:	\$11.50 per hour	Hours:	35 hours per week
Exempt:	No	Supervises:	Assistant Teachers, Substitutes, Trainees, Volunteers
Job Location:	1510 Myrtle Ave Napa		
Reports to:	Site Supervisor	Dates Approved:	9/97; 3/04; 7/04; 02/07; 1/08; 5/10; 6/10; 4/11; 7/11; 01/12
Benefits:	Health, dental and life insurance; 401(K); vacation, holidays, and sick days		

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.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities as listed below is qualifying. An Early Childhood Education Associate Teacher Permit is required; in addition, 3 units in Infant/Toddler care if working with children under 3 years of age.

Knowledge of:

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

Ability to:

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

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 characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is moderate
- Center is located on first floor

Additional Information:

- Must pass State Criminal Record clearance
- Must show proof of a negative TB test within the last 60 days
- Bilingual Spanish/English preferred
- Willingness to work variable hours/shifts

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