

**NCO**  
**413 North State Street**  
**Ukiah, CA 95482**

**JOB DESCRIPTION**

- |             |   |                                      |
|-------------|---|--------------------------------------|
| <b>I.</b>   | <b>POSITION TITLE:</b>                      | <b>Teacher I-IV, HS, Bilingual</b>   |
| <b>II.</b>  | <b>PROGRAM:</b>                             | Head Start Child Development Program |
| <b>III.</b> | <b>REPORTS TO:</b>                          | Site Supervisor                      |
| <b>IV.</b>  | <b>SUPERVISORY RESPONSIBILITY:</b>          | Yes                                  |
| <b>V.</b>   | <b>FISA / IWC STATUS:</b>                   | Non Exempt                           |
| <b>VI.</b>  | <b>GENERAL DUTIES AND RESPONSIBILITIES:</b> |                                      |
- Plans, implements and supervises the child development program, classroom parent volunteer program and parent education in child development within the Head Start Single Classroom Center or classroom at a multiple classroom center.

**VII. JOB DUTIES AND RESPONSIBILITIES:**

1. Administer the daily operation of the classroom within the requirements of State Licensing Regulations, Head Start Performance Standards and State Funding Terms and Conditions (CSPP) where required.
2. Train, supervise and evaluate Associate Teacher(s) and Aides.
3. Order education supplies and materials needed for classroom through Education, Disabilities, Mental Health Specialist.
4. Keep required records, document services and follow-up and ensure compliance with Head Start Performance Standards in education and special education service areas.
5. Plan and implement curriculum for 17-20 preschool children according to Head Start Performance Standards and (CSPP) where required.
6. Develop and post weekly lesson plans.
7. Conduct monthly classroom parent curriculum advisory committee meetings.
8. Conduct two home visits and two conferences with each child's parents annually.
9. Assist the Site Supervisor in maintaining the Center facility and play yard.
10. Supervise daily cleaning of the classroom.
11. Mobilize, orient and guide parents and other volunteers to work in the classroom.
12. Administer a developmental screening tool to each child within 45 days of enrollment and complete ongoing assessment of child's development throughout the school year.
13. Through observation, use of individual child portfolios and with parent input, develop goals that individualize the curriculum for each child.
14. Facilitate growth and development of the child using an appropriate, program approved, ongoing assessment tool
15. Recognize signs of early disabling conditions (exceptional needs), participate in the special education procedures of the program and implement special goals and objectives for each special needs child under the supervision of the Education, Disabilities, Mental Health Specialist and in conjunction with the LEA.
16. Work with Infant/Toddler staff to facilitate smooth transition from Early Head Start to Head Start classrooms.
17. Facilitate activities with LEA to ensure a smooth transition from HSCDP to kindergarten.
18. Communicate with classroom parents regarding Center activities and child development information through parent bulletin boards, etc. and/or Center/classroom calendars.
19. Maintains confidentiality at all times.
20. Attends meetings, trainings and conferences as necessary.
21. Responsible for generating, collecting and documenting In Kind.
22. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
23. Furthers continuous improvement by participating on teams and voluntarily participating on special committees.
24. Work Habits:
  - Is on time and obtains approval from supervisor for any changes in work schedule or absences.
  - Able to stay focused on the job.
  - Takes pride in creating a good work environment.

- Treats co-workers and clients with respect.
  - Represents the agency/program to the community in a positive light.
  - Is able to deal with change.
  - Dresses appropriately for the job.
25. Other duties as assigned.

**Additional Responsibilities, Teacher III**

1. In coordination with Education, Disabilities, Mental Health Specialist, assess staff training needs in area of expertise; organize, implement and/or conduct staff training in same area.

**Additional Responsibilities, Teacher IV**

1. In coordination with Education, Disabilities, Mental Health Specialist, assess staff training needs in area of expertise; organize, implement and/or conduct staff training in same area, or
2. Conduct a demonstration classroom in area of expertise and facilitate other teaching staff's observation of classroom and follow-up discussion.

**Bilingual Teacher I-IV**

1. Communicates with families in their native language. Serves as interpreter for those families who do not speak English. Translates written materials from English to the families native language and, when necessary, from the family's native language to English.

**VIII. JOB QUALIFICATIONS:**

**Teacher I**

1. Must hold, or qualify and apply for (within one month of hire) a California Department of Education Associate Teacher Child Development Permit (OR appropriate County document indicating permit requirements are met).
2. One year early childhood classroom experience required and one year supervision of staff preferred.

**Teacher II**

1. Must hold, or qualify and apply for (within one month of hire) a California Department of Education Teacher Child Development Permit (OR appropriate County document indicating permit requirements are met). AA in ECE/Child Development or AA in a related field with 12 Core ECE units. Three units administration class and two units in supervision of adults must be completed within two years of hire.
2. Two years early childhood classroom experience required and two years supervision of staff preferred.

**Teacher III**

1. Must hold or qualify and apply for (within one month of hire) a California Department of Education Teacher Child Development Permit (OR appropriate County document indicating permit requirements are met). BA or higher in ECE/CD or BA in a related field with 12 Core ECE units and three units ECE field experience. Three units administration class and two units supervision of adults required.
2. Three years early childhood classroom experience required and three years of supervision of staff preferred.

**Teacher IV**

1. In addition to the Teacher III qualifications, must be qualified and willing to serve as an active Mentor Teacher in one of the following:
  - California Certified Mentor Teacher Program
  - Local College Mentor Teacher Program
  - Perform HSCDP in-house mentoring responsibilities as requested by EDM.

**Bilingual Teacher I-IV**

1. Must be able to speak and write English & designated other language(s) fluently.

**Teacher I – IV**

1. Must have thorough knowledge of the principles and practices of Early Childhood Education.
2. Ability to provide leadership and stability for program continuity.
3. Must be able to develop lesson plans with team teaching approach and carry them out in an effective manner.
4. Must be able to understand and follow oral and written instructions and have good oral and written communication skills. Must be able to work effectively with preschool children, as well as with parents from a variety of socially and culturally diverse backgrounds.
5. Must be flexible and able to meet the changing needs of the program.
6. Must show good judgment, creativity, initiative, reliability and maturity.
7. Must be able to attend conferences and in-service training throughout the year.

8. Must be at least 18 years of age.
9. Ability to work flexible hours for weekend or evening activities as needed.
10. Infant and Child CPR, First Aid training and 15 hours Child Health and Safety training required or willing to complete within 6 months of being hired.
11. Bilingual Spanish-English preferred.
12. For work-related driving, must have a valid driver's license, verifiable good driving record and access to a vehicle with insurance that covers the employee as a driver.
13. Must successfully complete pre-employment physical and T.B. clearance at time of employment and every four years thereafter.
14. Must pass Criminal Background Live Scan at time of employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

**PHYSICAL DEMANDS:** Position requires the physical ability to frequently change positions in order to move about at children's eye level; to stoop, bend, twist and reach; to lift, carry and handle children and equipment weighing up to 55 pounds; and to provide visual and auditory supervision of children. Able to lift up to 55 lbs using ergonomic safety guidelines; when lifting more than 55 lbs will ask for assistance or use lifting tools, following ergonomic safety guidelines. Able to work at a computer station using ergonomic safety guidelines. Must be able to drive or travel as a passenger in a car, sometimes for hours, to attend meetings and training sessions.

**ENVIRONMENTAL DEMANDS:** Must be able to function well in a noisy, busy environment that includes the comings and goings of small children and their families. Rev. 3/10

**N.C.O**  
**413 N. State St**  
**Ukiah, CA 95482**

**Head Start Teacher II-IV – Willits**

\$15.60- \$18.29/hr, 32 hrs/wk, 9 mo/yr

**Paid holidays, vacation & health leave. Eligible for benefits after full 3-month waiting period Retirement: 403(b) Plan-immediate eligibility; SEP-IRA upon qualifying**


**Interested applicants must complete an NCO employment application. Applications not filled out in full will not be considered for interview. A resume is desirable but is not a replacement for any part of the application form.**

Applications accepted until **5:00 PM on 8/2/10**. Postmarks not accepted. Mail or deliver to NCO, 413 North State Street, Ukiah, California 95482. FAX: (707) 467-3213.

NCO is under no obligation to hire from this solicitation.

North Coast Opportunities, Inc. is an Equal Opportunity Employer.  
**Minority, disabled, and older individuals are encouraged to apply.**

**FOR POSITIONS REQUIRING ECE OR CDV UNITS: PLEASE ATTACH TO YOUR APPLICATION  
A COPY OF TRANSCRIPTS**

Also, for Head Start Child Development positions please see **Notice** regarding Department of Justice clearance requirements. **Over** 

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## NOTICE TO NCO HEAD START and EARLY HEAD START JOB APPLICANTS

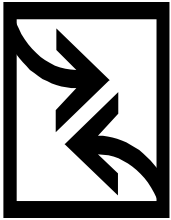
Applicants hired into the position for which you are applying are required by California Law to have a Criminal Background Clearance or Exemption **BEFORE** working in our Child Care programs. Clearances are obtained by submitting fingerprints to the local authorities for a Criminal Background Check through the California Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and Child Abuse Index. Clearances are then reviewed by the California Department of Social Services (DSS), Community Care Licensing Division.

It generally takes 10 to 14 days after fingerprints are submitted for a Clearance to be issued. The process takes considerably longer if a criminal record is present and a DSS Application for Criminal History Exemption is necessary. (Examples of a criminal record include any felony or misdemeanor including DUI, shoplifting and offenses committed as a juvenile.)

In the event you are offered a job with our program and do not already possess a DOJ/FBI Criminal Background Clearance or Exemption for Child Care Facilities, the job offer is conditional upon your obtaining one. **If Clearance or Exemption is for any reason delayed or denied, the program may need to temporarily or permanently withdraw the job offer.**

If a conditional offer of employment with NCO HSCDP is made to you, further information and paperwork will be provided to begin the Criminal Background Check process. It is important for this process to be completed **as quickly as possible**, so that we can ensure adequate classroom staffing.

Thank you for your interest in NCO, Head Start Child Development Program



# EQUAL EMPLOYMENT OPPORTUNITY (EEO)

**Thank you** for taking the time to complete this voluntary form. We are gathering information to comply with record keeping and reporting requirements for federal and state laws.

All applicants and employees are considered for positions without regard to race, color, religion, disability, gender, national origin, individuals with handicaps, Vietnam era and special disabled veterans, or any other protected status.

Providing any information requested on this form is voluntary. No action will be taken for failure to complete this form. This will not be a factor in determining employment, conditions of employment or continuing employment. This will not be considered part of your application or personnel file.

## REFERRAL SOURCE

Position(s) applied for: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Walk-in                      | <input type="checkbox"/> Advertisement             |
| <input type="checkbox"/> Employee Referral            | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> School Source             |
| <input type="checkbox"/> Relative                     | <input type="checkbox"/> Other                     |

## EEO – 1 REPORTING

**Race/Ethnicity Identification (please check one):**

- |   |  |
|---|--|
| <input type="checkbox"/> White (non Hispanic origin)      | <input type="checkbox"/> Black (non Hispanic origin) |
| <input type="checkbox"/> Alaskan Native / American Indian | <input type="checkbox"/> Asian / Pacific Islander    |
| <input type="checkbox"/> Hispanic                         |  |

**Gender Identification (please check one):**

- |                               |                                 |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

## VETS – 100 REPORTING

**Special Veteran Identification**

- |   |  |
|---|--|
| <input type="checkbox"/> Disabled Veteran | <input type="checkbox"/> Vietnam Era Veteran |
|---|--|



# Application For Employment

*It is NCO's mission to be leader and an advocate for improvement in our community by fostering the principles of community involvement, partnership, empowerment, and self-sufficiency.*

413 N STATE STREET, UKIAH, CA 95482

PHONE (707) 462-1954

FAX (707) 462-0191

This application must be **completed in full**, including signature, and received before 5:00 PM on the close date. A resume is desirable, but is **not** a replacement for the whole or any part of this application. Please type or PRINT clearly using blue or black ink. Incomplete applications will not be considered for any recruitment.

Position(s) applied for:

HR Only

## APPLICANT CONTACT INFORMATION

Last Name	First Name
Mailing Address	City, State, Zip Code
Primary Contact Phone Number or E-Mail Address	Work Phone (If we may contact you at your work)

## EDUCATIONAL BACKGROUND

School Name and Location	Graduated?	Degree and Course of Study
High School:	Y N	
Junior College:	Y N	
University:	Y N	
Other:	Y N	

## APPLICANT QUESTIONNAIRE

List languages other than English that you are able to speak, write and read:	
I am at least 18 years old:	Y N
If hired, I can present evidence of my legal right to work in the United States:	Y N
If required by the job, and after a conditional offer of employment, I am willing to undergo medical examination:	Y N
I have been provided a copy of the job description(s) listing the essential functions of the position(s) I am applying for:	Y N
I can perform each of the essential functions listed on the job description(s), with or without reasonable accommodations:	Y N
Have you been convicted of a felony during the last seven (7) years?	Y N
If YES, please explain (such conviction may be relevant if job related, but does not bar you from employment):	

## EMPLOYMENT HISTORY

Please begin with the most recent position or volunteer activity. For additional information, attach a separate list or resume to the back of this application.

<b>Employer</b>		<b>Telephone</b>
<b>Employer Address</b>		<b>Dates of Employment</b> —
<b>Job Title</b>	<b>Name of Supervisor</b>	<b>Rate of Pay</b>
<b>Description of Job Duties</b>		<b>Reason for Leaving</b>
<b>Employer</b>		<b>Telephone</b>
<b>Employer Address</b>		<b>Dates of Employment</b> —
<b>Job Title</b>	<b>Name of Supervisor</b>	<b>Rate of Pay</b>
<b>Description of Job Duties</b>		<b>Reason for Leaving</b>
<b>Employer</b>		<b>Telephone</b>
<b>Employer Address</b>		<b>Dates of Employment</b> —
<b>Job Title</b>	<b>Name of Supervisor</b>	<b>Rate of Pay</b>
<b>Description of Job Duties</b>		<b>Reason for Leaving</b>
<b>Employer</b>		<b>Telephone</b>
<b>Employer Address</b>		<b>Dates of Employment</b> —
<b>Job Title</b>	<b>Name of Supervisor</b>	<b>Rate of Pay</b>
<b>Description of Job Duties</b>		<b>Reason for Leaving</b>

**REFERENCES**

Please list three (3) references in the spaces provided, including their addresses. Two references should be professional, and may include anyone with whom you have worked who can comment on your work abilities. The third reference may be a personal reference from a friend who can speak about your personality and character.

PROFESSIONAL Reference Name & Address	Telephone	Years Known
PROFESSIONAL Reference Name & Address	Telephone	Years Known
PERSONAL Reference Name & Address	Telephone	Years Known

NCO may contact the employers listed under the "Employment History" section of this application, unless you indicate those whom you do not wish to be contacted.

**DO NOT CONTACT THE FOLLOWING EMPLOYER:**

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**REASON:**

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**ADDITIONAL SKILLS & QUALIFICATIONS**

Briefly describe special skills that may qualify you for the position(s) you are applying for (include special accomplishments, publications, awards, professional or civic organizations and offices held, or any other information you would like NCO to consider). Please do not include organizations that would reveal race, religion, age or ancestry.

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It is the policy of North Coast Opportunities, Inc. (NCO) that no applicant, client, and/or employee of the agency shall, on the basis of race, creed, national origin, political affiliation, sex, handicap/disability, veteran status, marital status, sexual orientation or age be excluded from participation in or be denied the benefits of or otherwise be subjected to discrimination under any program or activity that NCO operates. This policy applies to every aspect of employment, advancement, transfer, demotion, lay-off, termination, rate of pay, and selection for training.

I hereby declare the information provided by me on this Application for Employment is true, correct and complete to the best of my knowledge. I understand that any misstatement or omission of fact on this application shall be considered cause for non-selection or dismissal. I authorize NCO to call past employers (except as noted) and listed references to obtain information about me, and release all individuals and businesses of any liability in the release of background information. I further understand that I may be required to take an employment physical, depending upon the job, and will be required to fill out an I-9 form to verify legal right to work in the United States, if offered employment.

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Applicant's Signature

Signature Date

**NCO JOB APPLICANT DISCLOSURE  
REGARDING POTENTIAL CONFLICTS OF INTEREST**

NCO's policies provide for screening of interview panel members to avoid potential conflicts of interest. They also prohibit direct supervision of an NCO employee by a member of the employee's **immediate family**. Such potential conflicts of interest can lead to the appearance of or actual favoritism, impairing the integrity and fairness of our hiring and employment processes.

For these reasons, applicants for employment are asked to disclose relationships covered by NCO's policies. Disclosure will not disqualify an applicant from consideration. It may impact the selection of interview panel members, and may require some adjustment in supervision relationships in the event the applicant is hired. *This information will be kept confidential to the extent possible consistent with its intended use.*

NCO's policies also provide that "No person shall be employed by . . . NCO while serving as a voting member on the Board, a shared governance body or a Committee of NCO." An applicant currently serving in such a capacity if offered employment at NCO, would be required to choose between the offered position and continuing service as a voting member on such body.

*For purposes of disclosure, please refer to the following definition of "immediate family" found in NCO's policies:*

**"Immediate family"** shall include: spouses, domestic partners, children, parents, siblings, in-laws, step-family, grandchildren, grandparents, the domestic partners of any of these specified relations, and any person living in the same household.

*Please answer these questions:*

**1.** Are **you** currently serving as a voting member on NCO's Governing Board, a Committee of NCO, or a shared governance body (such as the Head Start Program Policy Council)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please specify: \_\_\_\_\_

**2.** Is any member of your **immediate family** (see definition above) **currently employed by NCO?**

Yes \_\_\_\_\_ No \_\_\_\_\_. If Yes, Please list all such individuals and the positions they hold, to the best of your knowledge: \_\_\_\_\_

\_\_\_\_\_

**3.** Is any member of your **immediate family** (see definition above) a **member of NCO's Governing Board, a Committee of NCO, or a shared governance body** (such as the Head Start Child Development Program's PPC)? Yes \_\_\_\_\_ No \_\_\_\_\_. If Yes, Please specify:

**Name of "immediate family" member(s):** \_\_\_\_\_

**Board, Committee or other body:** \_\_\_\_\_

If there are additional immediate family members, please *attach additional page* to provide the information requested for each of them. *Thank you! Please print your name, sign and date below:*

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_