



Employment Opportunity

www.seta.net/careers

Sacramento Employment and Training Agency
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3800
TDD 1-800-735-2929
24-Hour Job Line: (916) 552-1478

ASSOCIATE TEACHER — TIER I \$10.67/Hour

HOW TO APPLY: A completed SETA application must be submitted by the deadline date using the online application at <https://laserfiche.seta.net/Forms/app>. **A minimum of six (6) college units in Early Childhood Education (ECE) and ability to obtain a Child Development Associate Teacher Permit or higher issued by the State of CA Commission on Teacher Credentialing within 24 months of hire date. Successful completion of the permit will qualify a Tier I/Substitute as a Tier III/Permitted Associate Teacher. PROOF OF COLLEGE UNITS MUST BE SUBMITTED WITH APPLICATION.**

DEFINITION

Under general supervision, to conduct school readiness and educational activities for children to 9 years old in a Head Start and/or California Department of Education child development program; to supervise and assist children with learning activities; to assist teachers with daily classroom activities; to work with parents; to provide direction to parent volunteers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a deep class with three Tiers. Appointees are initially placed in the most appropriate Tier for which they qualify and are advanced as they meet the requirements for higher Tiers.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Under general supervision, conducts classroom activities which provide individual developmental experiences for children;
2. Performs classroom teaching duties;
3. Responsible for the health, safety, and personal welfare of assigned children;
4. Assists in planning and implementing educational activities in a classroom;
5. Assists with observing and assessing the progress of children;
6. Supervises children in outdoor activities and field trips;
7. Participates in parent and staff meetings;
8. Assists children with basic needs;
9. Provides some direction for parent volunteers;
10. Promotes parent involvement in the classroom;
11. Performs other related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Child Care programs and functions, developmental stages and needs of infants to 9 years old;
- Problems and needs of low-income families;
- Teaching methods and techniques;
- Some word processing software.

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MINIMUM QUALIFICATIONS

Ability to:

- Perform care-giving routines for children from 6 months to 9 years in a child care program operated by SETA;
- Provide guidance for the parent volunteers and teacher assistants;
- Promote the SETA program within the community it serves;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

Training and Experience:

Tier I / Substitute

A minimum of six (6) college units in Early Childhood Education (ECE) and obtain a Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing within 24 months of hire date. Successful completion of the permit will qualify a Tier I / Substitute as a Tier III / Permitted Associate Teacher. The time in the position will be dictated by the Individual Staff Development Plan (ISDP) as approved by the employee and the Supervisor.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversations with children, parents and staff;
 - Lead educational activities.
2. Sufficient Hearing to:
 - Supervise children;
 - Engage in conversations with children, parents and staff;
 - Hear sounds of the environment.
3. Sufficient Vision to:
 - Supervise children;
 - Observe the environment for health and safety.
4. Sufficient Sensitivity of Touch or Dexterity to:
 - Tie children's shoes;
 - Check children's health.
5. Sufficient Ability to Smell to:
 - Monitor the environment;
 - Check children's health;
6. Sufficient Strength and Conditioning to:
 - Sit on floor or low chairs, reach with hands and arms, stoop, kneel, crouch, bend, crawl, stand, walk, run, climb, and balance in assisting children in their physical, cognitive, and social, development;
 - Occasionally move up to fifty (50) pounds and occasionally move up to one hundred (100) pounds. The job involves moving and holding children.

Non-essential Physical Attributes:

1. Ability to Taste.

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SELECTION PROCESS:

Stage I of the selection process will be a training and experience evaluation conducted by an Application Screening Committee who will select those appearing to best meet the needs of the Agency based on information provided on the application materials. **Only the most suitably qualified applicants will advance to Stage II of the selection process.** Stage II will be an examination that may consist of a written exercise, role-play exercise and/or an oral interview (weighted 100%). Candidates must attain a passing score in Stage II in order to be placed on the eligible list.

NOTE: Those selected will be required to submit verification of citizenship or legal right to work in the United States at time of employment. Employment is subject to successful completion of an employment physical examination.

Compensation and Benefits: SETA offers a comprehensive benefit package which includes health, dental, vision, life and AD&D insurance. SETA paid SCERS; voluntary deferred compensation program; education incentive; and a generous paid time off and sick leave program.