



## Employment Opportunity

[www.seta.net/careers](http://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 INFANT TODDLER** **\$13.20/Hour**

#### **HOW TO APPLY:**

A completed SETA application must be submitted using the online application at <https://laserfiche.seta.net/Forms/app>. A current Child Development Associate Teacher Permit or higher issued by the State of California or an AA/BA in ECE/Child Development, including a minimum of six (6) units in infant/toddler. **College transcripts, college diploma and teaching permit must be submitted with application.**

#### **DEFINITION**

Under general supervision, to conduct activities for children birth to 3 years old in a Head Start Infant Toddler; supervise and assist children with learning activities; work with parents; to provide direction to parent volunteers and substitutes; and perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for positions assigned to provide a variety of educational activities at a program site for the Infant Toddler Early Head Start Program operated by the Sacramento Employment and Training Agency. Responsibilities include educational activity planning, teaching, and promotion of parent involvement in site activities.

#### **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 an Early Head Start 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;
- Developmental stages and needs of infants to toddlers;
- Problems and needs of low-income families;
- Teaching methods and techniques;
- Some word processing software.

**CONTINUED ON NEXT PAGE**

**PAGE 2 OF 3**

**Ability to:**

- Perform care-giving routines for children from 6 months to 3 years in a child care program operated by SETA;
- Provide developmentally appropriate center-based activities for infants/toddlers;
- Provide guidance for the parent volunteers and substitutes;
- 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.

**Education:**

Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, including a minimum of six (6) units infant/toddler development coursework.

OR

An Associate, Bachelor's or advanced degree in early childhood education and three (3) units of infant/toddler development coursework;

OR

An Associate degree in a field related to early childhood education and possession of a Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework;

OR

A Bachelor's or advanced degree in any field and possession of a Child Development Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus six (6) units of infant/toddler development coursework.

**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;

**CONTINUED ON NEXT PAGE**

**ESSENTIAL PHYSICAL ATTRIBUTES (Cont.)**

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.

**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.