



Chicano Federation of San Diego County, Inc.

Job Description Description

JOB TITLE: Associate Teacher

This position requires assisting classroom teachers with developing and implementing learning experiences that comply with all requirements and school readiness goals established. Promote and encourage learning, growing and developing through a balance of self and teacher directed learning experiences.

Essential Functions:

- Assist teachers and supervisor with the instruction and implementation of learning activities of preschool age children (3-5 years)
- Assist in developing weekly lesson plans for children that provide learning experiences that advance the overall development of the children
- Assist in the screening and assessment each child using appropriate screening/assessment instruments
- Assists in developing individualized educational plans (IEPs) for children with special needs
- Create and provide a learning environment that is clean, safe, healthy, and stimulating to the children's learning and developmental needs and interest
- Assist in ensuring that daily hygiene needs are met and carried out in a manner that is prompt and consistent
- Supports the social and emotional development of children in the classrooms
- Completes daily health checks
- Ensures the safety of the children through continuous supervision, effective arrangement of space, proper maintenance of equipment, regular practice of fire and other emergency procedures
- Ensures compliance with child care licensing standards is operated within classroom
- Supervises outdoor play and daily environments as well as field trips
- Assists in the preparation of weekly and monthly reports on attendance, absences, sign in/out sheets, meal counts, home visits, and parent/teacher conferences.
- Attends regular meetings, trainings, workshops, and conferences as assigned
- Work with other community agencies to provide services and resources to children and families.
- Ability to perform basic computer usage, such as word documents, online, email account.
- Perform other duties as assigned



Education:

12 or more units in Child Development or related field. Bilingual (English/Spanish) speaking and writing skills required. Possession of an Associate Teacher Permit is required.

Experience:

Minimum of one-year experience. Prefer experience working for a non-profit organization. Requires experience using computers and computer applications. Experience in implementing and conducting Desired Results Developmental Profile (DRDP) and Early Childhood Environmental Rating Scales (ECERS).

Job Type: Full-time

Pay: \$15 - \$17