

**Community Action Partnership of Kern
Job Description**

Migrant State Preschool Program

- I. Position Title: Migrant Teacher
- II. Employment Classification: Non-Exempt
- III. Reports To: Migrant Site Supervisor
- IV. Fundamental Objectives: Assist Site Supervisor at an assigned center or site, with related instructional activities designed to stimulate learning. Will provide instruction and supervise assistant at an assigned center.
- V. Direct Supervisory Responsibilities: May supervise Assistant.
- VI. Major Duties and Responsibilities (including, but not limited to):
 - A. Assist Site Supervisor in implementing educational and developmental activities for children.
 - B. Plan and/or provide instruction of children.
 - C. Plan and/or assist with curriculum.
 - D. Assist with child's personal, physical needs, meals and snacks, safety, etc.
 - E. Assume leadership role in absence of Site Supervisor.
 - F. Confer with appropriate staff member prior to intervention in any potentially stressful family situations.
 - G. Participate in case conferences as requested.
 - H. Perform paperwork tasks as required; maintain confidentiality of records and information regarding State Preschool families.
 - I. Will be responsible for conducting small group settings for children on a daily basis.
 - J. Implementation of Head Start Components including: Parent Involvement, Social Services, Education, Health, Nutrition, Disability and Mental Health.
 - K. Adheres to the American with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adults with disabilities. In particular, children with disabilities that are enrolled in the classroom as mandated by Federal Law.
 - L. Develop skills in methods of teaching.
 - 1. Take responsibility in educational and developmental processes.
 - 2. Attend and participate in weekly center meetings.
 - 3. Attend all workshops or in-services provided by the agency.
 - M. Perform other duties as assigned, including serving as Teacher of Record, as needed.
- VII. Health Requirements:
 - A. Successful Completion of physical and substance abuse screen required upon offer of employment; updated physical required every three years thereafter.
 - B. Successful completion of TB Clearance at time of employment and annually thereafter.
- VIII. Minimum Qualifications:
 - A. Must be 18 years of age or older.
 - B. High School Diploma or Equivalent.
 - C. Education Requirements (transcripts must be attached to the application):
 - 1. At least an Associate Teacher Child Development Permit; or
 - 2. Child Development Associate Credential;

- a) Child/Human Growth and Development
- b) Child/Family and Community or Child and Family Relations
- c) Programs/Curriculum

- IX. Experience:
- A. Fifty days of experience in an instructional capacity in a childcare and development program, working at least three hours per day within the last two years.
- X. Other Requirements:
- A. Must hold a valid Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) Certificate upon hire or within 30 days of employment.
 - B. Completion of 15 hours of State of California Child Care Health and Safety Training Certificate.
 - C. Must be fingerprinted and have such records filed with the state Department of Social Services, Community Care Licensing.
- XI. Must have knowledge of:
- A. Early childhood education principals and practices.
 - B. Effective techniques of child supervision.
- XII. Must Have Ability To:
- A. Follow directions.
 - B. Establish and maintain cooperative relationships with teachers and parents.
 - C. Accept responsibility for the safety and welfare of children.
- XIII. Desired Qualifications:
- A. Knowledge of:
 - 1. Needs of children.
 - 2. Knowledge of principles and techniques of instructional aide work.
 - 3. Knowledge of classroom health and safety regulations.
 - B. Bilingual (English/Spanish) capabilities desirable.

Reviewed 3/07

PHYSICAL JOB DUTIES

POSITION TITLE Migrant Associate Teacher			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling		X	
Twisting (neck)			X
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

LIFTING

CARRYING

	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75lbs	X			X		
76-100lb	X			X		
100lbs+	X					