



**COMMUNITY BRIDGES**  
**PUENTES DE LA COMUNIDAD**

**Posted: September 1, 2022**  
**Open Until Filled**

**\$1,000 HIRING BONUS**

*(After completion of 6-month probationary period)*

**POSITION:**     **LEAD TEACHER**  
**(BILINGUAL ENGLISH/SPANISH PREFERRED)**

**PROGRAM:**     **EARLY EDUCATION DIVISION OF COMMUNITY BRIDGES**

*Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.*

**POSITION DESCRIPTION:**

Under supervision by the site supervisor or program manager the lead teacher teaches an assigned group of students using developmentally appropriate practices and by creating an environment, in which 3-5 year old children can experiment, make choices, solve problems and share their experiences with others. The lead teacher assists the site supervisors/program managers in leading and ensuring a quality, developmentally and culturally appropriate education program for children and families and provides support, guidance and oversight of other staff in fulfilling their job duties, including building positive relationships with children, families and staff, family and community engagement, learning environment and curriculum, and health, safety & nutrition. Responsible for helping to ensure that all education quality criteria are met in accordance with the regulations and guidelines of all program funders and licensing agencies.

**DUTIES AND RESPONSIBILITIES:**

***Learning Environment & Curriculum***

- Plans experiences that support preschool learning and development in all domains and content areas: Social-emotional development, language and literacy, mathematics, English-language development, visual and performing arts, physical development, health, history-social science and children learn and develop in an integrated way.

- Plans the daily schedule to include a variety of strategies designed to respond to children's interests and to address developmental domains, to provide opportunities for spontaneous outdoor play, promote the appreciation of nature and natural materials, and allowing time for children grasp concepts or practice skills.
- Plans and implements observation, screening, assessment, and documentation of child development in accordance with all program, funder, and licensing guidelines.

### ***Child Development and Learning***

- Guides children's learning through a variety of strategies including intentional interactions, scaffolding, explicit instruction, modeling, and creating environments and activities that engage children in active, play-based learning.
- Ensures a variety of strategies to promote and support children's learning and development using informal and formal observations, on-going assessments, and documentation of progress, which are maintained in portfolios for each child.
- Continually assesses children based on program requirements and curriculum development needs.
- Provides an environment which enhances the social, emotional, cognitive, creative and physical development of young children as well as supports, and encourages acceptance and respect of gender, culture, language, ethnicity and family composition.
- Provides materials and equipment that offer varied and interesting choices, developmentally and age-appropriate to encourage learning.

### ***Relationships, Interactions and Guidance***

- Furthers relationships within site, position, region, agency and community to ensure integrated and comprehensive services for families with children.
- Speaks and engages in a professional manner with staff, children, parents and visitors at all times.
- Assists in the planning and implementation of Parent/Teacher & Parent Council meetings and attends and participates in parent and staff meetings and trainings.
- Promotes fundraising and outreach efforts for the program and agency.

### ***Health, Safety & Nutrition***

- Provides and maintains safe, secure and healthful environment for children at all times; ensures that all education aspects of health, nutrition, mental health, safety, diversity and cultural awareness are integrated into class activities.
- Maintains departmental area(s) in a safe, clean and orderly condition; assures compliance with established safety procedures and regulations.
- Maintains certification in infant/child CPR and pediatric first aid and responds accordingly to children's injuries or illnesses.
- Identifies signs of child abuse and neglect, reports concerns to appropriate staff and understands and adheres to role as a mandated reporter.

### ***Leadership and Professionalism in Early Education***

- Provides oversight, guidance and training to more junior staff and volunteers on a daily basis and as needed.
- Reports inappropriate behavior of staff, parents and on-site consultants to the appropriate supervisor.
- Remains current in ECE/Child Development best practices through participation in continuing education and regular review of child development journals and resources provided by Child Start department staff.
- Participates in self, peer, program and agency improvement processes and evaluations.
- Performs other related duties as assigned.

*Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.*

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge of:***

- Methods, philosophy and techniques of early childhood education.
- How children learn.

#### ***Ability to:***

- Plan, organize and implement a developmentally appropriate program for children and/or infants;
- Work effectively and respectfully in collaboration with coworkers as part of the team;
- Use a supportive approach to interact with children, especially when dealing with children with physical limitations, developmental or learning delays and emotional challenges;
- Respond calmly and appropriately to children's challenging behavior such as hitting, kicking, throwing things, spitting or name calling, etc.; and
- React quickly and properly to keep children safe in all circumstances including emergencies.

### **LICENSING REQUIREMENTS:**

- Must provide transcripts of college courses prior to beginning employment.
- Must be fingerprinted, complete a Child Abuse Index Check form, and be criminally cleared prior to beginning employment.
- Must provide proof of current immunization records to include DTAP, MMR, Influenza and COVID-19, including a COVID-19 booster when eligible, prior to beginning employment; for influenza vaccine may choose to decline vaccine and must sign declination form prior to beginning work.

- Must undergo Health Screening and TB test within 7 days of employment.
- Must provide valid CPR certification and Pediatric First Aid training certificate or be willing to obtain both within 30 days of employment.
- Must participate in a Community Care Licensing online Mandated Reporter Training
- Must sign a “Mandated Reporter” agreement, which mandates employee to report suspected child abuse.

### **PHYSICAL REQUIREMENTS**

- Ability to lift up to 40 pounds.
- Ability to stoop, bend, kneel, push, pull, and turn body quickly and get up and down from ground level frequently throughout the day.
- Ability to stand for long periods of time.

### **OTHER REQUIREMENTS:**

- Must either hold an A.S degree or higher in early childhood education (ECE) or Child Development, which requires a total of 60 units with 24 ECE units, including core courses, OR have completed a B.A. or B.S. degree in ECE with 12 units in either ECE or child development (CD) and 3 units of supervised field experience in an ECE or CD setting.
- Must have a valid Child Development Permit at Site Supervisor or Program Director level issued by the California Commission on Teacher Credentialing
- Proficiency in English is required, fluent bilingual English/Spanish is preferred.
- Must complete a workforce profile and update periodically.
- Must maintain a Professional Development Plan and complete 21 hours of professional development annually.
- Must be fully vaccinated against COVID-19, including a booster shot when eligible.

**We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place. Candidates are encouraged to apply even if they are not sure that they meet the minimum qualifications. Relevant experience, knowledge, and skills may be obtained through a wide variety of traditional and non-traditional means.**

### **UNION:**

The lead teacher position is represented by the SEIU bargaining unit.

### **RATE OF PAY AND HOURS:**

- This is a regular, non-exempt, 40 hr/week position.
- This position will be offered between \$23.09 -\$25.44 per hour (plus a \$.40/hr bilingual differential after passing a test administered by the Human Resources Department).
- May be required to work at alternate sites or adjust their assigned shift if needed in an urgent situation.

- Hours are typically between 8:00am-4:00pm, Monday through Friday, however, occasional evenings and weekend hours are required for staff meetings, parent/teacher nights, staff training and site work days.
- Attendance at required meetings is mandatory and is a condition of employment.
- On-site attendance is required.

#### **BENEFITS:**

- For employee: shared cost medical, dental, vision, life insurance, & Employee Assistance Program. This benefit package is valued at \$9,766.92/year.
- First year: 16 vacation days and 11 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible for up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

#### **TO APPLY:**

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

#### **COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.**