

**Preschool Associate Teacher, Full-Time**  
**Grail Family Services**  
**Job Description**

**Job Title:** Child Development Associate Teacher (Toddler Program)

**Classification:** Full time, Non-exempt

**Salary Range:** \$25-\$27

**Program:** Grail Family Services Preschool (GFS)

**Reports To:** Site Supervisor and/or Lead Teacher

**Background:** Grail Family Services (GFS) fosters learning and the empowerment of vulnerable families with young children through the delivery of programs that educate, develop leadership skills, and build a sense of community. GFS operates in a community where more than 50% of the children in local schools are not reading at grade level. For more information, please see our website at [www.gfsfamilyservices.org](http://www.gfsfamilyservices.org).

**Position Summary:**

Teachers are responsible for planning and implementing a learning environment and experiences to help young children develop socially, intellectually, physically and emotionally. They ensure the development and safety of these children in accordance with Title 5 and Title 22 regulations, per program requirements. Teachers will be respectful of children and parents, and ensure that equipment and facilities are clean, safe, and well maintained.

**Example of Duties and Responsibilities:**

- Assist Site Supervisor in the development and implementation of a developmentally appropriate program for children
- Assist in the planning and implementation of activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Ensure equipment and the facility are clean, well maintained and safe at all times
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily caregiving routines and plans to the interests and needs of the individual child and the group.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Supervise children, ensuring children are supervised at all times
- Establish routines and provide positive guidance
- Under the supervision of the Site Supervisor, perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- Assist Site Supervisor to collect data on children's learning through the different parts of the Curriculum Framework; assess children's current levels and progress using DRDP, ASQ, and ASQ- SE
- Integrate special needs children in a positive and respectful manner
- Maintain ongoing, open communication with parents/ caregivers.
- Provide a classroom environment that encourages parent participation.
- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff.

- Plan periodical parent conferences to discuss children's developmental progress, needs and interests.
- Liaison with children's families to ensure a smooth transition from preschool to kindergarten as needed.
- Maintain accurate, complete and timely client and agency records; Complete daily meal and attendance records.
- Additional duties may be assigned as required

**Education and/or Experience:**

- Child Development Associate Teacher Permit or higher (required prior to start)
- AA degree in Early Childhood Education plus 2 years of teaching experience
  - Family and Community, Infant/Toddler, and Program/Curriculum.
- Have 15 hours of health and safety training or willing to obtain within six months
- Understanding of principles and best practices of early childhood education
- Familiarity of child assessment tools (California DRDP tool, ASQ/ASQ-SE)

**License or Other Requirements:**

- Must be 18 years of age or older
- CPR and First Aid certified
- Act as a Mandatory Child Abuse and Neglect Reporter, as required
- Ability to pass a Criminal Background Check/Fingerprinting, per Title 22 regulations (obtained prior to start)
- Current negative Tuberculin test and health report, per Title 22 regulations (obtained prior to start) • Able to lift up to 30 pounds chest high

**Language Skills:**

- Bilingual-Spanish/English, preferred
- Ability to read, analyze, and interpret data, general business periodicals and governmental regulations in the English language
- Must possess adequate communication skills to present facts and recommendations effectively, both oral and written

**To apply:**

- Please email a cover letter and resume to [areyes@gfsfamilyservices.org](mailto:areyes@gfsfamilyservices.org)
- No Phone calls, please.

***GFS is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants***