

Lead Teacher, Children's Center
Allan Hancock College

Job Title: Lead Teacher, Children's Center
Department: Children's Center
Category: Exempt
Posted: 9/21/2018
Closing Date: 10/22/2018
Position: Lead Teacher, Children's Center

Allan Hancock College is accepting applications for a full-time, 11 month, exempt position that will provide services in the care, development, and instruction of children; support adult student learners in the Children's Center Lab School, and value and promote the mission and vision of the college. The desired start date is January 2019. The successful candidate must pass a Department of Justice clearance and pre-employment physical before the start date. This position is located at the Santa Maria Campus.

*This position is categorical funded and is contingent upon continued funding

Work Schedule:

Monday - Friday, 8:00 a.m. - 5:00 p.m. This is a FLSA exempt position.

SALARY AND BENEFITS:

- The starting salary is \$6,149 per month (range 1, \$6,149 to \$7,474 per month on the classified exempt salary schedule).
- Benefits include medical, dental, life, vision (employee only), salary protection insurance, and eligibility for PERS retirement.

Allan Hancock College serves more than 20,000 students in northern Santa Barbara County. Located on the central coast and just minutes from spectacular beaches and rolling vineyards, AHC operates three campuses – the main campus in Santa Maria, a state approved center in Lompoc and a center in Santa Ynez. As one of the largest employers in Santa Barbara County, the college is an integral part of the community and enjoys strong support from local leaders and industry.

AHC, a Hispanic-Serving Institution, is proud to serve underrepresented students. The college has twice received recognition from the Aspen institute as one of the top colleges in the country. If you are looking for a position where you can have a direct impact on our students, AHC may be the place for you!

To learn more about Allan Hancock College and the Central Coast, visit our Human Resources page at www.hancockcollege.edu and click on the Welcome to AHC video.

Allan Hancock College Classified - Exempt
Human Resources Range 1

LEAD TEACHER, CHILDREN'S CENTER

DEFINITION

Under the supervision of the Director, Children's Center the incumbent will provide services in the care, development, and instruction of children; support adult student learners in the Children's Center Lab School; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS

Under minimal supervision, the incumbent in this position will be responsible for planning, observing, and listening carefully to children to provide meaningful experiences, create engaging learning provocations, and scaffold children's learning through the use of the outdoor and indoor classroom environments. Positions at this level are distinguished by the level of responsibility for carrying out the day-to-day operations of the children's classroom and by the level of collaboration assumed with others to manage the flow of the day, document the child's learning, coach and mentor students, and manage the teacher to child ratios.

ESSENTIAL FUNCTIONS

1. Ensures nurturing and responsive caregiving by assessing the daily health condition of children; generating, implementing, adjusting daily schedule; and modeling competency based behavior.
2. Carries out professional and effective family and community interactions by providing daily communication with parents and/or family members; assists in delivering the parent orientation and developing the newsletter; advocates for children and families.
3. Assists in scheduling of parent volunteers; participates in activities for parent education; conducts parent conferences and provides referral information.
4. Assist the Children's Center Director by coordinating day-to-day operations of the center.
5. Coordinates classroom activities with student workers, student teachers, interns, ECS faculty and volunteers.
6. Serves as a liaison between faculty, students, and program director.
7. Refers students to instructor for questions and clarification, as needed; and serves as licensing designee in absence of director.
8. Provides a developmentally appropriate children's classroom by ensuring daily inspection of environment for health and safety; monitors compliance with Title V, Title XXII, NAEYC accreditation and any other center affiliations; reports any issues or concerns with compliance.
9. Plans for classroom supplies and equipment as needed; reports needed repairs, maintenance and replacements; delegates and performs safe and sanitary classroom environment; and implements effective evacuation plan and procedures.
10. Supports the instruction of adult learners in the lab school setting.
11. Maintains all required documentation by updating child information in classroom; records daily logs; ensures attendance is documented; prepares and maintains individual educational assessments for children; records medication logs and accident reports; prepares sensitive written and verbal communication to student workers, adult learners, ECS faculty and families.
12. Participates in lab school and college events to include staff meetings, ECS meetings, community and parent meetings (as assigned), personal and staff training.
13. Conducts open and closing procedures.
14. Performs other related functions as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Goals and objectives of lab school;
- Department of Social Services Community Care Licensing Division Title XXII Regulations;
- California Department of Education Child Development Division Title 5 Regulations;
- National Association for the Education of Young Children Code of Ethical Conduct;
- California Department of Education Child Nutrition Services Division, Child and Adult Care Food Program (CACFP);
- Developmentally appropriate instructional methods including: child development theory, curriculum, group and individual teaching techniques;
- Developmentally appropriate practices for young children;
- Variety of learning styles and characteristics of the child learner;
- Activities appropriate for young children, classroom management, instructional techniques, and teaching results;
- Special needs of exceptional children and their parents;
- Scope, variety, and complexity of work assignment;
- Structure and content of the English language including meaning and spelling of words, rules of composition, and grammar; numbers, their operations and interrelationships including arithmetic, algebra, and their applications;
- General office procedures.

Demonstrated Ability to:

- Understand and carry out oral and written instructions;
- Support the program philosophy and follow program policy and procedures;
- Work independently and organize workload and establish priorities;
- Learn and interpret specific rules, laws, and policies and apply them with good judgement in a variety of procedural situations to include National Association for the Education of Young Children Code of Ethical Conduct; California Department of Education Child Development Division Title 5 Regulations; California Department of Education Child Nutrition Services Division, Child and Adult Care Food Program (CACFP); Department of Social Services Community Care Licensing Division Title XXII Regulations;
- Report child abuse as mandated and understands the responsibility for action as mandated by law;
- Maintains confidentiality regarding all personal information about children, staff, and families;
- Operate a computer with accuracy and speed;
- Establishes and maintains appropriate records and files;
- Communicates effectively orally and verbally to a variety of audiences.

Education and Experience:

Completion of 5 years of experience in an instructional capacity in a childcare and development program within the last 10 years. Experience must include at least 3 years of supervision of adults in a childcare and development program. Bachelor's degree or higher in early childhood, child development, or related field; three (3) units infant/toddler college credits required; (6) credits preferred. Site supervisor permit required upon hire.

Required Certification/License:

- The incumbent must meet all laws and regulations associated with Community Care Licensing Title 22 Articles, and other applicable funding requirements.
- Child Development Site Supervisor Permit
- Possess or obtain First Aid and CPR Certification
- Current TB Clearance
- Up-to-date immunizations according to the Department of Social Services, Community Care Licensing; Must include Measles and Pertussis; Flu preferred.

Working Conditions

- This is a FLSA exempt position.
- Duties are primarily performed in a classroom environment, at a desk, or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person, by email, or on the telephone, with academic, and classified staff, and the general public.

Physical Demands:

- Clarity of vision for the purpose of monitoring children.
- Understand and carry out oral and written directions.
- Communicate effectively via speech, telephone, written correspondence, and/or email.
- Sit or stand for extended periods of time both indoors and outdoors.
- Bend, twist, push and pull, stoop, kneel, crawl, and climb; reaching overhead, above shoulders and horizontally.
- Lift and/or carry 50 lbs. for the purpose of picking up and/or listing a child.
- Sit on floor and/or small tables and chairs.
- Exert manually dexterity sufficient for keyboard and other office equipment operation.

Special Qualification:

A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

For more information or to apply, please visit <http://apptrkr.com/1310373>