



30 YEARS of Excellence in Early Education

Position: **Teacher**
Program: Toddler
Location: Novato
Status: Non-Exempt, Full-time
Reports to: Head Teacher or Site Supervisor
Compensation: Competitive and DOE

Position Qualifications:

Minimum qualifications:

- Child Development Associate Teacher Permit or higher with 1 year teaching experience **OR**
- Qualify with a minimum of 12 Early Childhood/Child Development CORE units with at least a 1 year teaching experience. Individuals who do not possess but qualify, must obtain a Child Development Associate Teacher Permit, or higher, within 6 months of NBCC employment.
- Teachers are required to work collegially as a team member with other center staff and respond positively to all management supervision and feedback.
- Solid working knowledge of Community Care Licensing requirements. California Department of Education requirements and of Industry “Best Practices”.
- Obtain and maintain certification of Pediatric First Aid and Pediatric CPR as required by California State Licensing.

Desired qualifications:

- Proficient in written and spoken Spanish language skills desired, but not required.

Job Description:

In cooperation with teaching team, plan and implement a variety of diverse, age appropriate activities consistent with the philosophies of NBCC and Industry “Best Practices”. All activities and environmental set-up must meet the children’s individual developmental needs in their entirety (including social-emotional, cognitive, fine motor, gross motor and physical development – including health and nutrition objectives as defined by NBCC’s Culture of Health). In accordance with the Fair Labor Standards Act, this position is Full-Time non-exempt compensation. Teachers must demonstrate the ability to work as a collegial team member with respect, trust and professionalism with co-workers. The position is aligned with NBCC’s goals, philosophy and agency’s objectives.

Position Requirements

- Adheres to all NBCC policies and procedures as mandated by Executive and/or Program Director.
- Maintain a safe, orderly and inviting arrangement in all classrooms (including outside play areas) which compiles with NBCC’s best practices for classroom environments. Including the daily set-up of all classrooms and outdoor environment.
- In cooperation with the teaching team, maintain general housekeeping tasks (to provide and orderly, professional environment and atmosphere).
- Engage in regular self-assessment/goal setting and participate in timely evaluation of job performance with the Head Teacher and/or Site Supervisor.
- In cooperation with the Head Teacher, staff and/or Site Supervisor, obtain appropriate substitutes when ill, for vacation, and any other time off site for any reason.
- Attend all scheduled NBCC Staff Development Days.
- Attend and participate in regular staff meetings, planning meeting with Head Teacher and/or Site Supervisor.



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- Participate in workshops, conferences and other training sessions, which are deemed beneficial to professional goals and position.
- Conduct ongoing Desired Results Developmental Assessments (DRDP) on children in cooperation with the teaching team.
- In cooperation with the Head Teacher and/or Site Supervisor conduct and participate in semi- annual parent/teacher conferences.
- Demonstrate professional demeanor at all times.
- In collaboration with the Head Teacher, and/or Site Supervisor and teaching team, implement specific child behavior plans, intervention and resource referrals.
- Recognize and consider each child in relationship to cultural and / ethnic background, as well as respond to each unique individual child with dignity and respect. Foster positive self-esteem through respectful interactions with children and staff.

Child Interaction:

- Give warmth and positive attention to each and every child in the classroom.
- Recognize and consider each child in relationship to cultural and /ethnic background, as well as respond to each unique individual child with dignity and respect. Foster positive self-esteem through respectful interactions with children and staff.
- Practice positive re-enforcement and re-direction methods.
- Adheres to all CCL Personal Rights requirements. Children in childcare programs must not be subjected to corporal or unusual punishment, including yelling, spanking, humiliation, mental abuse, or punitive interference with daily living functions such as speaking, sleeping or toileting.

Program & Environmental Requirements

- In cooperation with all the teaching staff, maintain required supervision of children at all times (inside and outside) in accordance with California State Licensing regulations ratio standards.
- Assist teaching staff in maintaining a safe, orderly arrangement and inviting appearance in all classrooms (including outside play areas).
- In cooperation with staff, conduct the daily set-up of classrooms and outside play areas in an inviting fashion as to promote positive exploration and developmental progress.
- In cooperation with the teaching team, maintain classroom documents: daily meal counts, classroom rosters, and ouch reports.
- Report to the Head Teacher or Site Supervisor, in writing, all injuries incurred by children or staff.
- Develop meaningful relationships with parents through facilitation of open, responsive communication on a continual basis.
- Promptly direct any relevant feedback (positive or negative issues) to the Head Teacher and/or Site Supervisor.
- Noise level in the work environment is frequently loud.
- Will work outdoors and indoors
- Will use computers, tablets, cell phone (if provided), and other office equipment
- Will work alone and with other peers and supervisors





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Physical Requirements:

- Health clearance by a physician.
- Ability to fulfill physical requirements of the job including: lifting up to 50 pounds, range of movement including squatting, bending, reaching, standing and sitting.
- Proof of current Immunizations (Measles, Pertussis, Influenza).
- T.B. clearance within the past year.

To apply, please submit a cover letter and resume to HR Director, Sharon Vaughn at svaughn@nbcc.net.



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