



## JOB DESCRIPTION

**POSITION TITLE:** Early Head Start Co-Teacher  
**REPORTS TO:** Early Childhood Education Director  
**WORKS CLOSELY WITH:** Program Director, Family Engagement Specialist  
**STATUS:** Full-Time

**Families Forward Learning Center's** (FFLC) mission is to prepare families living in isolation and poverty to succeed in school and in life through two-generation learning programs. To fulfill our mission, we provide free social services and educational programs to low-income, at-risk families with children ages 0-5. In all programs, parents and children are on-site, engaged in their own comprehensive curricula. Programs successfully increase literacy levels, educational outcomes, and the emotional well-being of both generations.

### Responsibilities

1. Follow Program for Infant Toddler Caregivers (PITC) standards and best practices. Including the following: primary and secondary caregiving, small group, individualizing, cultural responsiveness, inclusion of children with special needs, primary care, small groups, continuity of care and individualized care.
2. Create a warm, accepting, and developmentally appropriate environment which encourages the cognitive physical, emotional, and social development of the infant, toddler and family.
3. Plan and implement individualized, developmentally appropriate, nurturing care for infants and toddlers in a center base setting.
4. Build the basic curriculum on caregiving routines as a shared experience between the caregiver and child.
5. Build a close personal relationship with each child while attending to the child's physical, emotional, and developmental needs.
6. Develop and implement individualized feeding, sleeping and toileting plans for each assigned child.
7. Create written lesson plans based on the interests and needs of the children in collaboration with team.
8. Effectively plan, prepare, implement, and manage a developmentally and culturally appropriate program for children in a team-teaching environment.
9. Assess individual and group needs and provide appropriate experiences within each developmental area, taking into consideration children with IEPs, their IEP goals, and accommodations.
10. Assume responsibility for planning, providing, and evaluating indoor and outdoor environments, activities, and routines which:
  - Are safe and secure
  - Prevents accidents and illness
  - Encourage play and exploration
  - Promote problem solving and learning
  - Are developmentally appropriate
  - Promote growth in all developmental areas
  - Reflect children's learning styles
  - Meet the needs of all children
11. Complete all required Early Head Start forms and records in a timely and accurate manner.
12. Document children's progress through written observations, work samples, photo documentation monthly to create a child portfolio for each assigned child.

13. Complete children's evaluation and other assessment tools as needed in the program.
14. Provide a nurturing, responsive, safe, and healthy indoor and outdoor learning environment that responds to the needs and interests of individual child.
15. Supervise and directly interacts with children in a warm and positive manner.
16. Listen to children and always use respect and sensitivity when communicating with children, both verbally and non-verbally.
17. Complete monthly health and safety checklist in collaboration with co-teachers.
18. Works cooperatively with other staff members and accepts supervision and helps promote a positive atmosphere.
19. Build a trusting relationship with each parent in an ongoing and positive manner to support each child's development.
20. Maintain ongoing, open communication with parents.
21. Communicate and support parents when they assist in the children's program.
22. Attend weekly staff meetings and monthly planning meetings.
23. Carry out Families Forward's mission, vision, and values.
24. Perform other duties as assigned.

**Qualifications:**

- Minimum 12 units/24 units preferred, of ECE plus 16 general education units that meets the California Department of Education Teacher permit level
- Minimum of 3 units of Infant/Toddler development/learning
- Preferred 1-3 years teaching experience in an early childhood classroom
- Be able to plan, implement, and promote high-quality child development program
- Requires effective oral and written communication in English sufficient to complete EHS paperwork as assigned (i.e. reports and home visit and conference forms, individual goal records, lesson plans and assessments)
- Must possess strong interpersonal and oral communication skills for supervisory duties
- Experience working with families from diverse backgrounds
- Must be able to work collaboratively and effectively in team teaching setting

**Work Environment/Work Schedule**

- Be able to lift 30 lbs.
- Be able to walk, squat/kneel, push/pull, twist, turn, bend and stoop and sit on floor.
- Be able to see, hear, speak with children.

**Benefits**

- This is a full-time (40 hour/week, 12 months/year) non-exempt position.
- Medical and dental plan.
- Retirement 403(b) Plan.
- Vacation, sick, and paid holidays.

**Email Cover Letter and Resume to Executive Director Elva Sandoval at**

**[Elva@FamiliesForwardLC.org](mailto:Elva@FamiliesForwardLC.org)**

**[www.FamiliesForwardLC.org](http://www.FamiliesForwardLC.org)**