Sub Teacher EHS/HS
Children & Family Services

Reports to Teacher Assigned In Classroom
Department Children & Family Services
Hours On-call, Monday-Friday, 7:30 to 4:30, 8:00 to 5:00, or 8:30 to 5:30
Travel None
Salary Range $14.10 Hourly
Employee Status Non Exempt
Supervises None
Union SEIU 1021
Benefits None

Program Summary The Children and Family Services programs include Head Start, Early Head Start, State Pre-Kindergarten, Home Based Services, and Developmental Play Groups. Over 500 children birth through kindergarten entry and 12 expectant parents and their families receive child development and comprehensive family services through the Unity Council. The programs are diverse, multilingual, developmentally appropriate, culturally responsive, and individualized for each child and family services are provided in four centers and two home based programs throughout Oakland. The centers are located at 1155 35th avenue, 1900 Fruitvale Avenue, 10700 MacArthur Boulevard, and 1117 10th Street. The preschool programs operate on a traditional school year calendar and the infant/toddler programs operate continuously.

Agency Summary The Unity Council is a non-profit community development corporation committed to helping families and individuals build wealth and assets through comprehensive programs of sustainable economic, social and neighborhood development in Oakland and the East Bay. The Unity Council and its affiliates employ more than 250 culturally and ethnically diverse people in a variety of program lines, ranging from early childhood education to jobs placement to low-income senior housing.

Responsibilities

- Assist in the implementation of daily activities such as snack time, toileting, supervision of children’s activities and general clean-up;
- Implement daily activities such as child-centered learning, assisting in planning, indoor/outdoor activity centers, joining in children’s play, encouraging and participating in active play, and language extension;
- Assist with curriculum planning;
- Assist in the evaluation of children's progress;
- Assist in communications with families;
- Perform additional duties as assigned by supervising teacher, Site Director and management.
Qualifications

- High School Diploma or GED preferred;
- Minimum of 6 units of Early Childhood Education from a regionally accredited institution or currently working towards the completion of 6 semester units in ECE and the willingness to continue education;
- For EHS three to six units in Infant Care and Development;
- Ability to follow daily curriculum;
- Ability to work well harmoniously in a multi-cultural team;
- Caring, compassionate approach to working with children and families;
- Ability to lift children, up to 40lbs, and get up and down from the floor without injury bilingual Spanish/English or Asian Language/English preferred;
- Awareness of safe lifting techniques for lifting children, supplies and furnishings and commitment to using preventive health measures in the classroom to prevent the spread of disease

Pre-employment Requirements

Physical exam, TB test, background/fingerprint clearance

Essential functions:

Physical Requirements of Position:
Must be able climb stairs, reach, bend, lift 20-30 pounds, crawl, kneel, stoop, twist, grasp with hands and fingers materials, use arms and legs, able to walk, climb ladders if applicable.

NOTE: This description is not intended to be construed as an exhaustive list of duties, responsibilities or requirements for the position. This position may change or assume additional duties at any time. The employee may be requested to perform different and additional duties as assigned.

***Please include a copy of non-official college transcript***

Application Process

Mail, email, or fax cover letter, resume, and copy of unofficial transcripts
Attention: Human Resources Department
1900 Fruitvale Avenue, Suite 2A
Oakland, CA 94601
Fax 510-535-6923
E-mail: cduenas@unitycouncil.org

Interview Process

Because of the volume of anticipated responses, only those applicants who meet the required qualifications will be contacted for an interview.

The Unity Council is an Equal Opportunity Employer. Women and minorities are encouraged to apply.