Teacher II (Head Start)

**Reports to:** Education Coordinator

**Department:** Children & Family Services

**Location:** Oakland, CA

**Hours:** Monday-Friday, 7:30 to 4:30, 8:00 to 5:00, or 8:30 to 5:30 with occasional evening and/or weekend hours for events and workshops

**Rate:**
- AA Completion: $13.94 Hourly / Non Exempt
- BA Completion: $16.09 Hourly / Non Exempt

**Union:** SEIU 1021

**Travel:** Local travel including home visits, fieldtrips and training opportunities may be required

**Benefits:** Medical and Dental benefits on the first of the month following 30 days of employment, two weeks vacation each year for the first five years.

**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.

Beginning in July 2013, the Unity Council will begin to offer these same services to the Monument Corridor neighborhood in Concord, CA

**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**

- Utilizing child observation and assessment results plan and implement a curriculum that is responsive to the individual child and to the group of children served by the teaching;
- Conduct developmental screens and assessments of children and support and coach associate teachers in the screening and assessment of children;
- Provide responsive supervision to the associate teaching staff in assigned classroom(s);
Encourage open communication with families, invite families to actively participate in the classroom, and conduct two parent-teacher conferences and two home visits annually;

Maintain a healthy and safe environment using daily health checks, health and safety checklists, preventive health measures, and universal precautions regarding sanitation, hand washing, and diapering;

Maintain monthly and periodic reports for assigned children and classroom(s);

Attendance and participation at staff meetings and workshops;

Other assignments as requested by Site Director or Management.

Qualifications

Must meet the requirements for a Child Development Teachers Children’s Permit with an AA Degree in Early Childhood Education; or with a BA Degree with the core 12 units in ECE;

Minimum of two years teaching experience and a minimum of one year experience working with preschool children or infants and toddlers;

An ability to work with a multidisciplinary team including families, family advocates, supervisors, content area specialists, and consultants to provide child development and comprehensive family services to serve the whole child in the context of his family and community;

A desire to work in a diverse and inclusive environment;

Caring, compassionate approach to working with children, families, and colleagues;

Bilingual Spanish/English or Asian Language/English preferred;

Physical ability to sit with children on their level and to lift infants and toddlers routinely in the birth though three programs and an ability to lift preschooler occasionally in the preschool programs and a commitment to utilize safe lifting techniques for lifting children, supplies and furnishings;

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.

Pre-employment Requirements

Physical exam, TB test, background/fingerprint clearance

***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
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.