



Teacher, Home Educator, and Teacher Assistant Positions Available For Head Start (Preschool) and Early Head Start (Infant and Toddlers)

As a non-profit organization, Orange County Head Start, Inc. (OCHS) is an Early Head Start and Head Start grantee that provides a comprehensive early education program for children and their families, with special emphasis on promoting children's school readiness in the areas of language and cognitive development, early reading, science, mathematics, social skills, health and physical development. Parents are empowered as leaders and advocates for their children's education and families' success. OCHS serves over 3,000 preschool aged children, infants, toddlers, pregnant mothers, and families throughout all of Orange County annually, including those who are homeless, in foster care, have special needs, are on public assistance, and/or whose family incomes are at or below the federal poverty line. Early Head Start (0-3 years old) and Head Start (3-5 years old) programs and services are offered through center-based and home-based programs at no cost to qualifying families.

OCHS is seeking qualified staff to join our Head Start and Early Head Start teams in the following positions:

Full Time Head Start (3-5 year olds) Teacher or Home Educator – At least one year of teaching experience in an ECE setting required:

- **Center Based Teachers:** Associate Degree Required, Bachelor Degree Preferred. Must also possess, or be able to obtain, a CA Child Development Teacher Permit or higher. Bilingual English/Spanish, English/Vietnamese preferred: **\$21.25 – \$23.50 an hour depending on education.**
- **Home Educator Position Only:** Minimum of a Child Development Teacher's Permit (AA or BA degrees preferred). Bilingual English/Spanish or English/Vietnamese required: **\$19.00 – \$23.50 an hour depending on education.**

Full Time Early Head Start Toddler (2-3 year olds) Teacher and Early Head Start (birth to 3 year olds) Teacher or Home Educator – At least one year of teaching experience in an ECE setting required:

- **Center Based Teachers:** Minimum of a Child Development Teacher's Permit and 3 Infant/Toddler units required (AA or BA degrees preferred). Bilingual English/Spanish, English/Vietnamese preferred: **\$19.00 – \$23.50 an hour depending on education.**
- **Home Based Educators:** Minimum of a Child Development Teacher's Permit and 3 Infant/Toddler units required (AA or BA degrees preferred). Bilingual English/Spanish, English/Vietnamese required: **\$19.00 - \$23.50 an hour depending on education.**

Part and Full Time Head Start (3-5 year olds) Teacher Assistant:

- **Center Based:** At minimum, must possess, or be able to obtain, a CA Child Development Associate Teacher Permit. Bilingual English/Spanish, English/Vietnamese preferred: **\$15.50 – \$17.00 an hour depending on education.**

Part and Full Time Early Head Start Toddler (2-3 year olds) Teacher Assistant and Early Head Start (birth to 3 year olds) Teacher Assistant:

- **Center Based:** At minimum, must possess, or be able to obtain, a CA Child Development Associate Teacher Permit. 3 Infant/Toddler units required. Bilingual English/Spanish, English/Vietnamese preferred: **\$15.50 – \$17.00 an hour depending on education.**

Note: Wages applicable after July 1, 2019

Apply Now to Join Our Team! Submit an application, resume, proof of degree and credentials to:

Orange County Head Start, Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705
Attn: Human Resources

For additional information, please visit www.ochsinc.org or call 714-241-8920 - Fax 949-596-8291

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: *TEACHER ASSISTANT*
HEAD START

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB CODE: Pay Grade II

EXEMPTION STATUS: NON-EXEMPT

JOB PURPOSE SUMMARY

In conjunction with a Teacher, responsible and accountable for overseeing the learning environment and assistance with teaching Head Start Children including assisting with preparation, instruction, evaluation, home visits and parent conferences regarding children's goals and progress toward continued education in early childhood.

ESSENTIAL JOB DUTIES

Assist Teacher in effectively implementing learning experiences that advance the intellectual and physical development of children including improving the readiness of children for school based on individual and group patterns of development that address all domains and areas required by the Head Start Performance Standards.

Assist Teacher in working with parents to develop individual lesson plans, goals and objectives for each child's development in the domains required by the Head Start Performance Standards.

Assist teacher to document child's progress through written observations, work samples, pictures and input from parents and other qualified staff in the required assessment tool.

Must be able to hear and see children at all time when under their supervision.

Instruct and interact with children utilizing the appropriate adult child interactions as approved by the agency including one-on-one, small group, and large group interactions.

Provide care and supervision for children including maintaining safety, assisting with toileting and self-care routines.

Assist teacher in training parents and volunteers regarding classroom procedures, appropriate interactions with children and specific tasks.

Assist Teacher with implementing approved screening tools in partnership with parents to observe each child's health and development and when concerns are identified refer children with concerns to the appropriate services for support.

Assist Teacher to prepare daily paperwork including but not limited to daily attendance, meal count, daily milk count, fire and disaster drills, inside and outside safety checklist.

Work with the teacher to help communicate during parent/teacher home visit and parent conferences to communicate child progress with parents and set/update goals for each child.

Assist Teacher to recruit parents to participate in Parent Involvement Program and notify parents of meetings, home visits, events and concerns.

Prepare and set-up for meals and snacks as required.

Assist children and adults when injured or during other emergency situations within the classroom and related facilities.

Participate in the preparation, cleaning, and set up of classroom environment and materials for planned activities/lessons.

NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: A minimum of 12 units of Early Childhood Education/Child Development including core courses that allow for an CA Associate Teacher Permit to be obtained.

Experience: Minimum of 6 months of related experience preferred.

Knowledge: Knowledge of early childhood development and Head Start Performance Standards.

Language Skills: Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

Math Skills: Basic math skills required.

Other Requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different family homes, centers, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

Other Abilities: Ability to effectively communicate verbally and in writing. Ability to work in a team environment. Ability to effectively teach, deal effectively with children, parents and others, and to be an effective member of a teaching team. Must be able to work in a high energy/high stress environment.

Reasoning Abilities: Ability to understand and interact with children, parents and various support personnel.

REPORTING RELATIONSHIPS

Reports to the Center Director

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Works as a team member with Teachers and other Teacher Assistants and additional Head Start Staff. Frequent contact with health staff regarding child's health; with Inclusion Facilitator to assess child's needs relative to special needs and with Center Director for the operation of the center

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in a classroom or office environment, as well as daily outside exposure for playground monitoring.

PHYSICAL DEMANDS

Requires extended periods of time standing, walking bending and lifting to help the children. Must be able to lift/carry/restrain a 40/50 pound child. Must be able to move freely and quickly within the center environment including sitting on the floor, kneeling, crawling to play with children and to meet their needs.

Print Name

Signature

Date

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: *TEACHER ASSISTANT*
EARLY HEAD START

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB CODE: Pay Grade II

EXEMPTION STATUS: NON-EXEMPT

JOB PURPOSE SUMMARY

Responsible and accountable for assisting the EHS Teacher with a nurturing environment that promotes health and safety, and supports the social, emotional, physical, and cognitive development of children from birth to three years of age. Assist Teachers to form close caring relationships and be responsive to the needs of infants and toddlers through individualized care.

Assist EHS Teachers to ensure and maintain continuity of care to promote bonding between Caregivers and the children. Includes assisting EHS teachers with preparation, instruction, evaluation, home visits and parent conferences, regarding children's growth and development.

ESSENTIAL JOB DUTIES

Assist the EHS Teacher to effectively plan and implement learning experiences that advance the intellectual and physical development of infants and toddlers including improving the readiness of children for preschool based on individual patterns of development that address all domains and areas required by the Head Start Performance Standards.

Form partnerships with parents through ongoing communication and daily interaction at greeting and departure times.

Assist EHS Teachers to work with parents to develop individual lesson plans, goals and objectives for each child's development in the domains required by the Head Start Performance Standards.

Assist EHS Teachers to document child's progress through written observations, work samples, pictures and input from parents and other qualified staff in the required assessment tool.

Must be able to hear and see children at all time when under their supervision.

Instruct and interact with children utilizing age appropriate adult child interactions as approved by the agency including one-on-one, small group, and large group interactions.

Responsible for meeting the individual needs of all children (diapering, toileting, accommodating physical requirements), in a respectful, considerate and supportive manner. Provide care and supervision for children including maintaining safety, assisting with toileting and self-care routines.

Assist EHS Teachers to train parents and volunteers regarding classroom procedures, appropriate interactions with children and specific tasks.

Assist EHS Teachers in utilizing approved screening tools in partnership with parents to observe each child's health and development.

Assist EHS Teacher to prepare daily paperwork including but not limited to daily attendance, meal count, daily milk count, fire and disaster drills, inside and outside safety checklist.

Assist EHS Teacher to communicate during home visit and parent conferences to communicate child progress with parents and set/update goals for each child.

Assist EHS Teacher to recruit parents to participate in Parent Engagement Program and notify parents of meetings, home visits, events and concerns.

Assist EHS Teacher in carrying out individual nutrition plan for infants and toddlers. Store formula and food in a properly maintained and refrigerated storage unit.

Prepare and set-up for meals and snacks as required.

Assist children and adults when injured or during other emergency situations within the classroom and related facilities.

Orange County Head Start, Inc.

Participate in the preparation, cleaning, and set up of classroom environment and materials for planned activities/lessons.

NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: A minimum of 12 units of Early Childhood Education/Child Development including core courses that allow for an CA Associate Teacher Permit to be obtained. A minimum of 3 Infant/Toddler Specialization units required.

Experience: Minimum of 6 months of related experience preferred.

Knowledge: Knowledge of early childhood development and Head Start Performance Standards.

Language Skills: Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

Math Skills: Basic math skills required.

Other Requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different family homes, centers, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

Other Abilities: Ability to effectively communicate verbally and in writing. Ability to work in a team environment. Ability to effectively teach and interact effectively with children, parents and others, and to be an effective member of a teaching team. Must be able to work in a high energy/high stress environment.

Reasoning Abilities: Ability to understand and interact with children, parents and various support personnel.

REPORTING RELATIONSHIPS

Reports to Center Director. Works as a team member with other teaching staff.

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Routine contact with nurse regarding child's health; with Inclusion Facilitator/Coordinator to assess child's needs relative to special needs and with Center Director for the operation of the center.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in a classroom or office environment, as well as daily outside exposure for playground monitoring.

PHYSICAL DEMANDS

Requires extended periods of time standing, walking bending and lifting to help the children. Must be able to lift/carry/restrain a 40/50 pound child. Must be able to move freely and quickly within the center environment including sitting on the floor, kneeling, crawling to play with children and to meet their needs.

Date: _____

Print Name

Signature

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: *HEAD START TEACHER*

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB CODE: Pay Grade III _____

EXEMPTION STATUS: NON-EXEMPT

JOB PURPOSE SUMMARY

Working as part of a team of professionals in a Head Start center is responsible and accountable for overseeing the classroom environment and teaching children including preparation, instruction, evaluation, home visits and parent conferences regarding children's goals and progress toward school readiness and success in life.

ESSENTIAL JOB DUTIES

Effectively plan and implement learning experiences that advance the intellectual and physical development of children including improving the readiness of children for school based on individual and group patterns of development that address all domains and areas required by the Head Start Performance Standards.

Work with parents to develop individual lesson plans, goals and objectives for each child's development in the domains required by the Head Start Performance Standards.

Document child's progress through written observations, work samples, pictures and input from parents and other qualified staff in the required assessment tool.

Must be able to hear and see children at all time when under their supervision.

Instruct and interact with children utilizing the appropriate adult child interactions as approved by the agency including one-on-one, small group, and large group interactions.

Provide care and supervision for children including maintaining safety, assisting with toileting and self care routines.

Train parents, Teacher Assistants, and volunteers regarding classroom procedures, appropriate interactions with children and specific tasks.

Utilizing approved screening tools in partnership with parents to observe each child's health and development and when concerns are identified refer children with concerns to the Center Director to obtain appropriate services for support.

Prepare daily paperwork including but not limited to daily attendance, meal count, daily milk count, fire and disaster drills, inside and outside safety checklist.

Perform and or oversee parent/teacher home visit and parent conferences to communicate child progress with parents and set/update goals for each child.

Recruit parents to participate in Parent Engagement Program and notify parents of meetings, home visits, events and concerns.

Prepare and set-up for meals and snacks as required.

Assist children and adults when injured or during other emergency situations within the classroom and related facilities.

Oversee and participate in the preparation, cleaning, and set up of classroom environment and materials for planned activities/lessons.

Oversee Teacher Assistants and others working in the classroom.

NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: Minimum of an AA Degree or higher in ECE or related field and a current Child Development Teacher Permit or higher. BA degree in ECE or related field preferred.

Experience: Must have at least One (1) year experience as a teacher in an early childhood setting.

Knowledge: Knowledge of early childhood development and Head Start Performance Standards.

Language Skills: Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

Math Skills: Basic math skills required.

Other Requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different family homes, centers, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

Other Abilities: Ability to effectively communicate verbally and in writing. Ability to develop children's individual plans; plan daily schedule/lesson developmentally appropriate for child. Ability to work in a team environment. Ability to effectively teach, assign classroom teaching related activities to others, deal effectively with children, parents and others, and to be an effective member of a teaching team. Must be able to work in a high energy/high stress environment.

Reasoning Abilities: Ability to understand and interact with children, parents and various support personnel.

REPORTING RELATIONSHIPS

Reports to Center Director. Works as a team member with other teaching staff.

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Routine contact with health staff regarding child's health; with Inclusion Facilitator to assess child's needs relative to special needs and with Center Director for the operation of the center.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in a classroom or office environment, as well as daily outside exposure for playground monitoring.

PHYSICAL DEMANDS

Requires extended periods of time standing, walking bending and lifting to help the children. Must be able to lift/carry/restrain a 40/50 pound child. Must be able to move freely and quickly within the center environment including sitting on the floor, kneeling, crawling to play with children and to meet their needs.

Date

Print Name

Signature

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB TITLE: *TEACHER – EARLY HEAD START*

JOB CODE: Pay Grade III

EXEMPTION STATUS: **NON -EXEMPT**

JOB PURPOSE SUMMARY

Responsible and accountable for overseeing a nurturing environment that promotes health and safety, and supports the social, emotional, physical, and cognitive development of children from birth to three years of age. As the primary Caregiver, teaching teams shall support parents in their role as the primary educators of their children. Teachers will form close caring relationships and will be responsive to the needs of infants and toddlers through individualized care.

Ensure and maintain continuity of care to promote bonding between Caregivers and the children. Support of Early Head Start children includes preparation, instruction, evaluation, home visits and parent conferences, regarding children's growth and development.

ESSENTIAL JOB DUTIES

Effectively plan and implement learning experiences that advance the intellectual and physical development of infants and toddlers including improving the readiness of children for preschool based on individual patterns of development that address all domains and areas required by the Head Start Performance Standards.

Form partnerships with parents through ongoing communication and daily interaction at greeting and departure times.

Work with parents to develop individual lesson plans, goals and objectives for each child's development in the domains required by the Head Start Performance Standards.

Document child's progress through written observations, work samples, pictures and input from parents and other qualified staff in the required assessment tool.

Must be able to hear and see children at all time when under their supervision.

Instruct and interact with children utilizing age appropriate adult child interactions as approved by the agency including one-on-one, small group, and large group interactions.

Responsible for meeting the individual needs of all children (diapering, toileting, accommodating physical requirements), in a respectful, considerate and supportive manner. Provide care and supervision for children including maintaining safety, assisting with toileting and self-care routines.

Train parents, Teacher Assistants, and volunteers regarding classroom procedures, appropriate interactions with children and specific tasks.

Utilizing approved screening tools in partnership with parents to observe each child's health and development and when concerns are identified refer children with concerns to the center director to obtain appropriate services for support.

Prepare daily paperwork including but not limited to daily attendance, meal count, daily milk count, fire and disaster drills, inside and outside safety checklist.

Perform and or oversee parent/teacher home visit and parent conferences to communicate child progress with parents and set/update goals for each child.

Recruit parents to participate in Parent Engagement Program and notify parents of meetings, home visits, events and concerns.

Create an age appropriate daily nutrition plan for each individual child on a timely schedule that can be monitored and evaluated. Store formula and food in a properly maintained and refrigerated storage unit.

Prepare and set-up for meals and snacks as required.

Assist children and adults when injured or during other emergency situations within the classroom and related facilities.

Oversee and participate in the preparation, cleaning, and set up of classroom environment and materials for planned activities/lessons.

Oversee Teacher Assistants and others working in the classroom.

NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: Minimum of a Child Development Teacher's Permit. AA or BA degree in ECE or related field preferred. Three (3) semester units in Infant/Toddler development required.

Experience: One year experience as a teacher in an ECE program, preferably with infants and toddlers.

Knowledge: Knowledge of early childhood development and Head Start Performance Standards.

Language Skills: Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

Math Skills: Basic math skills required.

Other Requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different family homes, centers, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

Other Abilities: Ability to effectively communicate verbally and in writing. Ability to develop children's individual plans; plan daily schedule/lesson developmentally appropriate for child. Ability to work in a team environment. Ability to effectively teach, assign classroom teaching related activities to others, deal effectively with children, parents and others, and to be an effective member of a teaching team. Must be able to work in a high energy/high stress environment.

Reasoning Abilities: Ability to understand and interact with children, parents and various support personnel.

REPORTING RELATIONSHIPS

Reports to Center Director. Works as a team member with other teaching staff.

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Routine contact with health staff regarding child's health; with Inclusion Facilitator to assess child's needs relative to Special Needs and with Center Director for the operation of the center.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in a classroom or office environment, as well as daily outside exposure for playground monitoring.

PHYSICAL DEMANDS

Requires extended periods of time standing, walking bending and lifting to help the children. Must be able to lift/carry/restrain a 40/50 pound child. Must be able to move freely and quickly within the center environment including sitting on the floor, kneeling, crawling to play with children and to meet their needs.

Date: _____

Print Name

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