



## Employment Opportunity



### Community Child Care Council of Santa Clara County, Inc. (4C Council)

**Position:** Teacher

**Salary:** Competitive compensation commensurate with experience and training

**Agency Background:**

The Community Child Care Council (4C Council) is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work in Santa Clara County, California. The agency and its staff are proud to serve the Silicon Valley families, for more than 35 years, with the support of the California Department of Education and other funders. The 4C Council provides education, information, referrals, childcare payments, and family supportive services to over fifty thousand parents, children, early care and education providers each year.

**Position Summary:**

Assists in the daily operation and coordination of child care programs; assists the Site Director and Master Teacher in providing children with a learning environment and experiences to help them develop socially, intellectually, physically and emotionally; supervises the activities of the Teacher Assistants.

**CHILD SUPERVISION:**

- Relate to all children in encouraging and positive ways.
- Supervise children in all indoor and outdoor activities ensuring a safe environment.
- Supervise children during breakfast, lunch and snack time, ensuring good eating habits are developed.
- Supervise daily activities such as toileting, hand/face washing and brushing teeth.
- Assist in teaching children to become responsible for their decisions and actions.
- Interact with children, teaching such things as arts, crafts, games and group activities that will benefit them.
- Guide children's behaviors in a positive way that teaches self-respect along with respect for others and the community around them.
- Encourage children to interact positively with other children and people around them.
- Provide a wide variety of age appropriate activities that offers physical and emotional growth.

**CURRICULUM PLANNING:**

- Prepare activities needed to implement the daily plans.
- Develop age-appropriate weekly lesson plans.
- Provide art, science, language and cognitive experiences.
- Prepare and cleanup after curriculum.
- Prepare projects for large and small groups, child and teacher initiated, that are indoors and outdoors.
- Replenish materials as needed within the centers.
- Prepare healthy snacks as necessary for children.

**SKILLS AND ABILITIES:**

- Requires general knowledge of child care and associated development, including federal, state and local laws and regulations governing child care and safety; knowledge of sound techniques in all aspects of child care and development.
- Must be organized, creative, independent and self-motivated, enthusiastic, dependable, detail-oriented, flexible in scheduling and prioritization, and driven by excellence.

- Must possess good communication skills to present facts and recommendations effectively, both oral and written

**EDUCATION and/or EXPERIENCE:**

Supervisory experience preferred. 12- 24 ECE units (including core classes:

Child Growth and Development; Child, Family, and Community; 2 courses program/curriculum), and 16 GE course units, plus minimum 175 days (3 hours min. per day) experience in classroom within 4 years.

Alternative qualifications include AA or higher in ECE or related field (i.e. Psychology with emphasis in ECE), with 3 semester units of supervised field experience in ECE setting also accepted. Must be able to develop and implement age-appropriate curriculum. Must be able to pass a fingerprint and criminal clearance.

Current CPR and first aid certificate required. Must have a current California Drivers License. Bilingual an asset. Teacher Child Center Permit required.

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret general business periodicals and governmental regulations. Ability to write reports, business correspondence, and procedures with conformance to the prescribed style and format. Ability to effectively present information and respond to questions from government entities, employees, managers, clients, and the general public.

**MATHEMATICAL SKILLS:**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate figures & amounts with a 10 Key.

**For consideration please send resume with cover letter via email, or mail to:**

Human Resources Manager

Simone Robinson

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San Jose, CA 95131

[simoner@4C.org](mailto:simoner@4C.org)

408-577-1453 - Fax