



**HEAD START
ASSOCIATE TEACHER (TIER I, III, AND IV)
ASSOCIATE TEACHER INFANT TODDLER**

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.

We are looking to fill multiple Associate Teacher AND Associate Teacher/Infant Toddler positions. These are specialized classifications for positions assigned to provide a variety of educational activities at a program sites for children from birth to 6 years of age for the Head Start Program operated by the Sacramento Employment and Training Agency. Responsibilities include educational activity planning, teaching, and promotion of parent involvement in site activities.



Position Summary:

ASSOCIATE TEACHER TIERS I, III, AND IV: Under general supervision, an Associate Teacher conducts school readiness and educational activities for children 18 months to 6 years old in a Head Start and/or California Department of Education child development program; to supervise and assist children with learning activities; to assist teachers with daily classroom activities; to work with parents; to provide direction to parent volunteers; and to do related work as required.

Salary: Tier I: \$12.30 p/hour; Tier III: \$14.84 p/ hour; Tier IV: \$16.33 per hour

ASSOCIATE TEACHER/INFANT TODDLER: Under general supervision, to conduct activities for children birth to 3 years old in an Early Head Start Infant Toddler program; supervise and assist children with learning activities; work with parents; provide direction to parent volunteers and substitutes; and perform related work as required.



Salary: Starting at \$15.21 per hour

Benefits:

- Medical Benefits (6 plans to choose from)
- Dental Benefits
- Life Insurance
- Vision Insurance
- Paid Holidays
- Paid Vacation

- Paid Sick Leave
- Paid Jury Duty
- Educational Reimbursement: up to \$1500 annually
- Access to the Public Employee Student Loan Forgiveness Program
- Pension (mandatory contribution required)
- Retirement Health Savings Accounts and 457 plans
- Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

MINIMUM QUALIFICATIONS FOR ASSOCIATE TEACHERS BY TIER

TIER I:

EDUCATION: A minimum of six (6) college units in Early Childhood Education (ECE) and obtain a Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing with 24 months of hire date.

EXPERIENCE: Successful completion of the permit will qualify a Tier I/Substitute as a Tier III/Permitted Associate Teacher. The time in the position will be dictated by the Individual Staff Development Plan (ISDP) as approved by the employee and the Supervisor.

TIER III:

EDUCATION: Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, or, possession of a CDA.

EXPERIENCE: A minimum of one (1) year of successful work experience as a teacher or a teacher assistant in a child development program in an educational or recreational setting.

TIER IV: Degreed

Must meet the training and experience requirements of Tier III and possession of an Associate's Degree or Bachelor's Degree in Early Childhood Education or similarly applicable field of study. If degree is not in ECE or similarly applicable field of study, a CDA or permit at the Associate Teacher level or higher is required.

MINIMUM QUALIFICATIONS FOR ASSOCIATE TEACHER/INFANT TODDLER

Education:

Possession of a current Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing, including a minimum of three (3) units infant/toddler development coursework.

OR

An Associate, Bachelor's or advanced degree in early childhood education and three (3) units of infant/toddler development coursework.

OR

An Associate degree in a field related to early childhood education and possession of an Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus three (3) units of infant/toddler development coursework.

OR

A Bachelor's or advanced degree in any field and possession of a Child Development Associate Teacher Permit or higher as verified by the State of California Commission on Teacher Credentialing, plus three (3) units of infant/toddler development coursework.



APPLICATION INSTRUCTIONS:

HOW TO APPLY: A completed SETA application must be submitted using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **Copies of all degrees, permits, and credentials must be attached to the application.**

WHO MAY APPLY: This is an OPEN examination. Open to the public and all current employees and employees eligible for transfer or voluntary demotion.

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

Auxiliary aids and services are available upon request to individuals with disabilities.

POSTING DATE: Continuous Filing

SETA is an Equal Opportunity Employer

SELECTION PROCESS: Stage 1 of the selection process will involve a screening committee evaluating the minimum qualifications of each applicant and selection of applicants who appear to best meet the needs of the Agency. Only the most suitably qualified applicants will advance to Stage 2 of the selection process. Stage 2 may consist of either a written **OR** oral examination. Applicants must attain a minimum passing score in Stage 2 in order to be placed on the eligibility list for the position.