



**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](http://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.



**Program Summary:**

The SETA Head Start mission is to improve the lives of low-income children by providing quality comprehensive child development services that are family focused, including education, health, nutrition and mental health.

**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:**

**Associate Teacher Tier I:** \$18.90/Hr. to \$24.12/Hr. **Tier III:** \$20.15/Hr. to \$25.73/Hr. **Tier IV:** \$21.65/Hr. to \$27.63/Hr. (New employees typically are hired at the first step, Step A. SETA's pay scale consists of six steps, each step increase is on annual basis.)

**Associate Teacher Infant Toddler:** \$20.15/Hr. to \$25.73/Hr. and \$21.65/Hr. to \$27.63/Hr. with degree. (New employees typically are hired at the first step, Step A. SETA's pay scale consists of six steps, each step increase is on annual basis.)

**Benefits:**

Medical Benefits (6 plans to choose from)  
Dental, Life and Vision Insurance  
Health Savings Account (HSA)  
Employee Assistance Plans

Pension Retirement (mandatory contribution)  
Paid Holidays (13)  
Paid Vacation, Personal Leave and Sick Leave  
Educational Reimbursement: up to \$1500

## 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) unit's 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 and Who May Apply: This is an Open Recruitment.** Open to the public as well as current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer form must be submitted by the deadline date using the online application which can be found at:

[Click Here to Apply](#)

**Copies of all degrees, permits, and credentials must be attached to the application.**

*The recruitment for this position may be a virtual recruitment, meaning exams, and interviews may utilize electronic mediums such as video conferencing.*

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).

**Posting Date: Continuous Filing**

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.