



## HEAD START 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/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 INFANT TODDLER: Under general supervision, an Associate Teacher Infant Toddler conducts school readiness and educational activities for children 6 months to 3 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 Infant Toddler:** \$20.96/Hr. to \$26.76/Hr. and \$22.52/Hr. to \$28.74/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 Benefits and Vision Insurance  
Life Insurance  
Health Savings Account (HSA)  
Modern Health (Mental Wellness Program)  
Tuition 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  
Paid Holidays (13)  
Paid Vacation  
Paid Sick Leave  
Paid Personal Leave  
Paid Jury Duty  
Regional Transit Monthly Pass Reimbursement  
Modern Health (Mental Health Wellness Program)

## Minimum Qualifications:

### **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.



## How and Who May Apply: **This is an Continuous Filing**

**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 interview mediums such as video conferencing.*

Upon job offer individuals will be required to complete a pre-employment health screening 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.

