



**HEAD START
INFANT TODDLER LEAD
TEACHER
HOME BASE AND
CENTER BASE**

The SACRAMENTO EMPLOYMENT AND 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.

Program Summary: We are looking for an Infant Toddler Lead Teacher to provide a successful, safe and supervised educational experience for toddlers while they are in the Early Head Start program. This position provides support to parents in their role as primary caretakers and educators of their children and encourages their involvement in all aspects of the program.

Position Summary: The Infant Toddler Lead Teacher is responsible for the care and supervision and management of infants and toddlers (ages birth to 36-months-old in Home-Base and 18-36 months in Center Base) in accordance with the goals and curriculum plan of the SETA Early Head Start program. The principle duties of the Infant Toddler Lead Teacher include: conduct focused observations of children, develop action plans, carry out and evaluate the effectiveness of child development activities, ensure the safety and well-being of the children, maintain regular communication with parents, and contribute to the effective operation of the overall early care and education of young children. The Infant Toddler Lead Teacher reports to the Site Supervisor in a center-based program and an Education Coordinator (Supervisory) in the home-based program.

Starting Salary: \$24.47/Hr. to \$32.03/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.)*

Benefits:

Medical Benefits (6 plans to choose from)
Dental and Vision Benefits
Modern Health – Mental Health Program
Life Insurance
Educational Reimbursement: up to \$1500 annually
Public Employee Student Loan Forgiveness Program
Pension (mandatory contribution required)

Retirement Health Savings Accounts
Paid Holidays (13)
Paid Vacation and Sick Leave
Paid Jury Duty
457 Plans
Health Savings Account (HSA)
Employee Assistance Program (EAP)

Minimum Qualifications:

I. Training and Education: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- a. At least one (1) year of successful work experience in an infant/toddler program or in a Head Start program Early Head Start program, and/or home visiting program

AND

II. Education:

- b. 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 of infant/toddler coursework

OR

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

OR

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

OR

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

SPECIAL REQUIREMENTS: Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case by case basis.

WHO MAY AND HOW TO APPLY: This is an Open examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted by the deadline date using the online application

[Click Here to Apply](#)

Copies of degrees, permits and credentials must be attached to application

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

POSTING DATE: Tuesday, March 4, 2025

FINAL FILING DATE: Tuesday, March 18, 2025, by 5 p.m.

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