



## HEAD START CHILD CARE TEACHER ASSISTANT

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](http://www.seta.net).

### Program Summary:

We are looking to fill multiple Child Care Teacher Assistant 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:

CHILD CARE TEACHER ASSISTANT: Under general supervision a Child Care Teacher Assistant – assists in implementing educational activities in a Child Care classroom; assists with classroom teaching duties; prepares and cleans-up rooms; participates in individual and small group activities; supervises outdoor activities; works with parent volunteers in child development functions; assists with preparing and serving snacks; assists with observing and assessing the progress of children; assists in the supervision of children on field trips; participates in parent and staff meetings; assists children with basic needs. Child Care Teacher Assistants are provided support through a professional development plan to obtain 6 or more ECE units.

**Starting Salary:** \$19.19/Hr. to \$24.49/Hr. (New employees typically are hired at the first step. SETA's pay scale consists of six steps, each step increase is on an 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)  
Regional Transit Monthly Bus Pass Reimbursement

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)  
Paid Personal Leave

## **Minimum Qualifications:**

### **Education:**

Assist with a variety of classroom, educational and child development activities at a Child Care site operated by SETA. Work effectively with low-income families and parent groups. Follow oral and written directions. Communicate positively with preschool children. Deal tactfully and courteously with parents and other staff. Establish and maintain cooperative working relationship.

**TRAINING AND EXPERIENCE:** Any combination of training and experience which would provide the required abilities is qualifying. A typical way to obtain these abilities would be:

Previous experience in working with preschool children on a paid or volunteer basis is highly desirable. Some selection preference may be given to current or past Head Start parents.

**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.

**Note: If you are currently on an active eligibility list, you do not need to re-apply.**

[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: Thursday, November 20, 2025**

**FINAL FILING DATE: Friday, December 5, 2025, by 5 p.m.**

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