



### **Bilingual Parent Co-op Lead Teacher Job Description**

**Position title:** Lead Teacher  
**Classification:** Full Time (Non-Exempt)  
**Reports to:** Education Director  
**Salary:** Competitive salary and full benefits

**Note:** Due to COVID 19 this position is working remotely and is providing remote support to families. The co-op will go back to in person services as soon as it is safe for all.

#### **Position Summary**

Puente de la Costa Sur is seeking a creative, energetic, experienced early childhood Lead Teacher to join our Bilingual Parent Cooperative teaching team. We are looking for candidates who understand the value of play and demonstrate a commitment to working with young children and families, enthusiasm, flexibility, and an understanding of the complexities of running a bilingual program. A successful candidate must be knowledgeable about early childhood development and developmentally appropriate curricula and have strong communication skills (English and Spanish).

#### **Essential qualifications**

- Must possess a California Child Development Master Teacher Permit
- B.A/B. S Degree in ECE or a related field
- Center-based or/and case management work experience
- Demonstrate ability to work effectively with persons of diverse socioeconomic barriers and comply with program regulations
- Demonstrate ability to multi-task successfully and manage stressful situations
- Ability to problem solve and maintain a high level of productivity
- Experience with the DRDP, ASQ-SE and ASQ3 tools
- Direct experience in working with young children aged birth to three and experience doing Family Engagement work (engaging families in two-way communication, invite family to participate in goal setting for their child)
- Criminal Record Clearance, physical examination and TB clearance before hire
- CPR/First Aid certification
- Effective verbal and written communication skills in both English and Spanish
- Basic computer literacy skills (Word, Power Point, publisher, email)
- California Valid Driver's License, automobile in good working order and current auto insurance
- Willingness to work a flexible schedule that includes evenings and weekends (monthly family meetings and occasionally weekend family events)
- Comfortable working with children and parents in a diverse cooperative classroom setting

#### **Program Responsibilities**

The Lead Teacher performs a wide range of duties including but not limited to:

##### **Responsible for a class of 8 children (ages 18 months to 36 months)**

- Will meet the specific needs of children (feeding, napping, preparing meals, etc.)
- Work with parents and assistant teacher to nurture children's physical, social, emotional, and intellectual growth

- Will be responsible for the assessment of children's development
- Plan and implement a developmentally appropriate program that is responsive to the emerging interests and needs of children
- Collaborate with families to ensure that the program stimulates and challenges each child to develop her/his fullest potential
- Ensure that the Raising a Reader (RAR) book bag delivery system happens weekly
- Supervise the Assistant Teacher during programming

#### **Family Engagement**

- With the Education Director, plan and implement weekly parent seminars and monthly family night
- With teacher assistant, plan and implement 3 home visits per year
- With families, identify, develop, and support family goals
- Support parents in their role as family leaders and as their child's first teacher through the use of Abriendo Puertas/Opening Doors curriculum
- Through the systematic use of the RAR book bag program, engage families to increase children's literacy
- Will be a participating member of the Family Engagement Initiative Program Steering Committee

#### **To Apply**

Puente offers a competitive salary and benefits package. Please e-mail cover letter, resume, and three references to Lisa Mateja, Human Resources and Administration Specialist at [lmateja@mypuente.org](mailto:lmateja@mypuente.org).

#### **About Puente**

Since 1998, Puente de la Costa Sur (Puente) has worked to build a healthy, sustainable and inclusive South Coast Community. Its mission is to provide vital services for men, women, children and families living in the rural San Mateo South Coast communities of Pescadero, La Honda, Loma Mar, and San Gregorio, primarily farmworker and their families. Puente provides a single point of entry for men, women, and children to safety net services, health and wellness services, leadership development, and opportunities for community engagement and action. For more information, visit us at [www.mypuente.org](http://www.mypuente.org).

**This job description is not intended to be all-inclusive. Duties and/or responsibilities may be added or deleted, as management requires to meet the ongoing needs of the organization.**