

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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Title: Co-Teacher	Grade: 5	
Reports To: Child Development Center (CDC) Coordinator	FLSA Status: Exempt	
Supervises: None	Date Written: 9/2007	Date Revised: 5/10/2019

POSITION SUMMARY

The Co-Teacher reports to the CDC Coordinator and plans, implements and evaluates developmentally appropriate and culturally sensitive activities, especially in the language of Chinese, in a team-teaching setting for two to five year old pre-school children in accordance with different funding requirements.

DUTIES AND RESPONSIBILITIES

- Based on the Educational Plan, plans, implements and evaluates developmentally and culturally appropriate classroom activities, especially in the language of Chinese, which meet the intellectual, physical, social, emotional, language, nutrition, health and safety needs of pre-school children. This includes lesson plans, daily schedules, room arrangement, and use of materials/methods.
- Performs tasks required by all the funding sources, including doing ESI-R screening, and doing on-going authentic observation and assessment of each child's developmental needs, especially their native language development, assisting Lead Teacher in maintaining individualized child educational files by collecting data, writing notes, for report completions.
- Participates in planning and implementing IEP's for all children in a team-setting.
- Participates in planning, presenting and following up on case conferences.
- Develops a supportive relationship with parents by engaging daily communications with parents, conducting parent-teacher conferences twice a year, and participating in home visits when there is a need.
- Supports the Family Specialist in working with families by doing translation from English into Chinese at parent meetings and when there is a need, writing monthly Newsletters in Chinese, and giving out notes to the parents.
- Maintains a physical environment (room & materials) that is clean, safe, and conducive to children's learning. Recommends purchasing of equipment & materials.
- Performs tasks required by funding sources with regards to form and report completion, such as keeps daily attendance and meal participation record and enters data in COPA system.

- Changes diapers for children if they are not toilet trained.
 - Increases professional knowledge through courses, staff meetings, in-service trainings, workshops & conferences. Also accepts and uses supervision as part of one's professional growth.
 - May assist in verbal/written Chinese/English translation of center activities, policies, etc.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Advanced Certificate or Associate's Degree in Early Childhood Education or related field.
- Minimum of two years' teaching experience in a setting with pre-school/primary grades.

Skills/Knowledge:

- Chinese/English bilingual is preferred.
- Requires basic computer skills, e.g. word processing, Excel, internet, etc.
- Basic end-user level understanding and experience with Salesforce is a plus.

Physical Demands:

- Required to frequently sit, walk and stand for extended periods.
- Required to occasionally lift children or move objects weighing in excess of "25" pounds.

Environment and Scheduling:

- Work is performed in classroom/outdoor settings involving the noise level of 20 children and exposure to sunlight, snow and rain.
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