

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER-EDUCARE

General Description

Under the supervision of the Supervisor-Head Start Preschool Sites and/or Supervisor-Preschool Instructional Support, the Teacher-Educare is responsible for the planning, implementation and coordination of a comprehensive education program, ensure that the program is

developmentally appropriate for each child's individual needs and meets the program standards of

Duties and Responsibilities

**Curriculum and Instruction**

- Leads, plans and implements developmentally appropriate classroom activities that intentionally

- Analyzes and interprets assessment data to inform instruction

**Classroom Management**

- Creates an effective environment for learning that supports children's development of school readiness skills, independence, and social and emotional development;
- Ensures that children are under appropriate supervision at all times;
- Maintains a clean, healthy and safe classroom environment;
- Participates in the selection of instructional supplies and maintains inventory and inventory records;
- Conducts authorized emergency and safety procedures;
- Maintains necessary classroom records (e.g., attendance, USDA meal counts);
- Ensures the timely completion of necessary paperwork including developmental assessments, lesson plans, parent information, incident/accident reports;
- Supports the mission of ECSV by hosting classroom activities

**Other**