



## HEAD START

### INFANT TODDLER LEAD TEACHER

#### HOME BASE/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](http://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 principal 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 \$31.24 /Hr. and \$25.08/Hr. to \$32.03/Hr. with degree (New employees typically are hired at the first step, Step A. 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:**

**I. Training:** 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.

**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 a pre-employment health screening, TB test, background check, and provide copies of immunization records for MMR, TDAP, and flu (or flu waiver).

**POSTING DATE: Continuous Filing. Applications will be reviewed, and candidates will be screened on an ongoing basis.**

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