



# Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS

*Excellence in Early Childhood Education and Human Services*

3360 Flair Drive, Suite 100 \* El Monte, CA 91731 \* Tel: (626) 572-5107 \* Fax: (626) 572-7663

**POST**

## Employment Opportunity

**Posted Date: September 6, 2018**

**Deadline Date: Open Until Filled**

**Position Title: CLASSROOM AIDE I**

**Reports To: Child Development Supervisor**

**Department: Education**

**Employment Status: Non-Exempt**

**Compensation Range: \$13.44-\$14.84 per hour**

**Available Shifts of 4 hours per day: 9am-1pm, 10am-2pm, and 12pm-4pm.**

**Available Shifts of 5 hours or 6 hours per day: 9am-2pm, 9am-3pm**

**Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.**

**Multiple Site Locations in Los Angeles County (see website for listing of all sites)**

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### **I. PROGRAM SUMMARY**

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical and social emotional growth and development. The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the areas of health, nutrition and community resources.

### **II. SUMMARY OF DUTIES**

This position is an entry-level position situated in the Educational Service component of a Head Start/State Preschool program. The incumbent has major responsibilities for food preparation, cleaning, as well as classroom housekeeping duties. Classroom Aide must help with classroom activities for children including, but not limited to transitions such as collection of on-going assessment information of children, napping, and tooth brushing.

- Assist children during snack and meal times in order to demonstrate appropriate dental and personal hygiene
- Conduct health checks of children, observes the daily health condition of the children, and reports the results to the teacher
- Conduct daily inspection of indoor and outdoor facilities to complete health and safety inspections/monitoring, remove debris and hazardous and unsafe equipment and materials, follows work order policies to ensure needed maintenance/repairs are completed
- Ensure care and supervision of children at all times, during all activities indoors and outdoors with children to ensure their safety and maintain compliance according to regulations
- Provide evaluative information to the teacher on the progress and developmental status of each child by collecting observations
- Participates in team meetings and provides input to Individualized Development Plan (IDP's) during parent conferences/home visits

III. **QUALIFICATIONS, EXPERIENCE & SKILLS**

**Education:** Classroom Aide I requires six units of Early Childhood Education/Child Development Courses.

- Head Start parents or currently enrolled Early Childhood Education students may apply for the position if three units of Early Childhood Education have been completed, and are enrolled in at least three units
- Must be enrolled in a program leading to an Associate's or Bachelor's Degree in Early Childhood Education, Child Development, or a related field.

A professional development plan must be created/maintained and must complete units with a "C" or better at least three semester (4.5 quarter) units per year in Child Development or a General Education class required for the Associate's/Bachelor's Degree.

**Permit:** A Child Development Associate Teacher Permit is preferred but not required at the time of hire. Upon hire, the incumbent will be required to apply for the appropriate permit with the Commission on Teacher Credentialing (CTC).

**Experience:** At least six months of paid or volunteer experience working with children ages 3-5 years old.

**Skills and Abilities:** Competency to provide effective and nurturing teacher-child interactions, and to plan and implement learning experience that:

- Ensure effective curriculum implementation and use of assessment data
- Promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.

IV. **SPECIAL REQUIREMENTS**

Prior to hire, the following must be assured:

**Eligibility to Work:** All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

**Medical Examination:** Must submit a medical examination demonstrating capability to perform type of work require; must submit a tuberculin skin test or chest x-ray, and proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

**Fingerprint Clearances:** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work.

**Other Special Requirement:** Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

**California Child Development Associate Teacher Center Permit is a *plus*.**

**\*Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

**V. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

**VI. APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr., Ste. 100, El Monte, CA 91731 or may download the application at our website – [www.foundationheadstart.org](http://www.foundationheadstart.org)

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary