Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

EARLY HEAD START / HEAD START & STATE PRE-SCHOOL PROGRAM

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

JOB POSTING

Employment Opportunity

$500 Hiring Bonus! Apply Now!

Position Title: Early Head Start Teacher – Teacher I & Teacher II
Reports To: Child Development Supervisor
Department: Education
Employment Status: Non-Exempt & Part-Year Employee
Compensation Range:
Teacher I (AA Degree) $2826.15-$3681.42 monthly PLUS Benefits
Teacher II (BA Degree) $3033.28-$4269.32 monthly PLUS Benefits

Employee Benefits:
- Aflac, Dental, Life, Medical, Vision, and 401k Retirement Plan
- 401k Retirement Plan (8.5% Employer Contribution) & additional voluntary contribution by the employee
- 10 Paid Holidays
- Paid Vacation: (1 week) Spring Break, (1 week) Thanksgiving Break, and (2 weeks) Christmas Break
- Paid Sick leave and 15.5 hours of Personal Necessity: Accrued at the rate of 4.75 hours per pay period

Stipend Opportunities: CDE/ELCD, LACOE, Professional Growth Hours, and QSLA

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION
Multiple Site Locations: Boyle Heights, East Los Angeles, Echo Park, and Hollywood
Review our website: www.foundationheadstart.org for specific site locations

Hours: Assigned Hours vary between 7:30AM-4:30PM

SUBSTITUTE POSITIONS ARE AVAILABLE: Day-to-Day or Long-Term Assignments
- Inquire for more information on hourly rate and limited benefits

I. PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, East Los Angeles, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

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

Hiring Bonus: Contingent on hire prior to 12/15/19 $100 will be paid with the first paycheck, $400 will be paid at a successful completion of the 6 month Introductory Period. Substitute positions are not eligible for a hiring bonus
II. SUMMARY OF DUTIES
Plans and implements the individualized lesson plans for the children in the classroom. Creates daily classroom lesson plans in accordance with established curriculum. Provides for a healthy and safe physical environment for children, and integrates the parents into the educational program. Conducts parent/teacher conferences and home visits twice a year. Records pertinent individual information about children in the group and monitors classroom security.

Provides for the completion of necessary paperwork on the children in the classroom, such as attendance reports, and observations of children. Implements CLASS and School Readiness measures. Prepare and maintain necessary and mandated records including ongoing assessments, emergency cards and participates in a variety of staff and educational development activities.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Teacher I Education Qualifications
- AA degree in Early Childhood Education, Child Development, or related field
- Must be enrolled in a BA program in Early Childhood Education, Child Development, or related field
- Must complete three semester (4.5 quarter) units per program year in Child Development or a General Education class required for the Bachelor’s Degree and an educational plan that must be submitted to the HR Department

Teacher II Education Qualifications
- Bachelor’s Degree in Early Childhood Education, Child Development, or related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation

Early Head Start Requirement
Infant and Toddler Units: Must have completed six units in Early Childhood Education with a focus on infant & toddler (I/T) development or commit to completing the six units in ECE I/T in one year which an Educational Plan needs to be submitted the HR Department.
- The incumbent must complete these units with a “C” or better

Experience: Two years’ experience in a classroom or group setting with young children.

Child Development Permit: Must possess a valid California Child Development Teacher permit or higher

Knowledge and Skills: Ability to provide effective and nurturing teacher-child interactions, and to plan and implement learning experiences 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;
- Advance children’s intellectual and physical development, including improving the readiness of children for school by developing their literacy, phonemic, and print awareness, understanding and use of language and increasingly complex and varied vocabulary, appreciation of books, understanding of early math and science, problem-solving skills, and approaches to learning;
- Establish and maintain a healthy learning environment;
- Support children’s social and emotional development;
- Encourage family involvement of the children in a Head Start program and support the development of relationships between children and their families;
- Promote infant/toddler development;
- Demonstrate knowledge of safety issues in infant/toddler care (such as SIDS); and
- Facilitate effective communication with infants, toddlers, parents, and other staff members.

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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 required; must submit a tuberculin skin test or chest x-ray. Proof of 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), Child Abuse Index, and Megan’s law search 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.

Must have a valid State of California Child Development Teacher permit or higher

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 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

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

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