



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

3450 East Sierra Madre * Pasadena, CA 91107 * Tel: (626) 572-5107



JOB POSTING

Employment Opportunity

Hiring Bonus \$250.00

Posted Date: February 23, 2021

Deadline Date: On-going Recruitment

Position Title: Assistant Teacher I & II- Early Head Start or Head Start
Reports To: Child Development Supervisor
Department: Education
Employment Status: Non-Exempt & Part-Year Employee
Compensation Range: \$15.75-\$20.12 hourly rate PLUS Benefits

Employee Benefits

Retirement Plan- 401(k) Plan Employer Contributes 8.5% of your annual salary & additional voluntary contribution.

Paid Vacation: (1 week) Spring Break, (1 week) Thanksgiving, and (2 weeks) Winter Break

Paid Sick Leave which includes 15.5 hours of Personal Necessity (PN): Accrue at the rate of 9.5 hours per month worked.

Health Insurance Benefits & \$50,000 Life Insurance

Optional Benefits (Shared Cost for Dental, Medical, & Vision)

Employee Paid Available Benefits: Aflac & Supplemental Life Insurance

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

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

Multiple Site Locations: Boyle Heights, Echo Park, and Hollywood

****Assignments may be DVL – Center Based or hybrid, as we re-open more sites****

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.

II. SUMMARY OF DUTIES

Assists in planning and implementing the individualized lesson plans for the children in the classroom. Assists in daily classroom lesson plans in accordance with established curriculum. Assists and provides for a healthy and safe physical environment for children, and integrates the parents into the educational program. Assists with parent/teacher conferences and home visits twice a year. Assist with records pertinent to individual information about children in the group and monitors classroom security.

Assists and provides for the completion of necessary paperwork on the children in the classroom, such as attendance reports, and observations of children. Assists and implements CLASS and School Readiness measures. Assist, prepares and maintains necessary and mandated records including ongoing assessments, emergency cards and participates in a variety of staff and educational development activities.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Head Start Requirements

Education: Associate degree or enrolled in a program from an accredited four-year college in Early Childhood Education; Child Development or a related field. Minimum of 24 Early Childhood Education (E.C.E.) accredited units.

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

Child Development Permit: Must possess a valid California Child Development Associate 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.

QUALIFICATIONS, EXPERIENCE & SKILLS

Early Head Start Requirement

Education: Associate degree or enrolled in a program from an accredited four-year college in Early Childhood Education; Child Development or a related field. Minimum of 24 Early Childhood Education (E.C.E.) accredited units.

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 Associate 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.
- Promote infant/toddler development
- Demonstrate knowledge of safety issues in infant/toddler care (such as SIDS)
- Facilitate effective communication with infants and toddlers
- Knowledge in Class Infant

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 Associate 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 site; 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 a Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may download an employment application online at [Employment Opportunities – Foundation for Early Childhood Education, Inc. \(foundationheadstart.org\)](http://Employment Opportunities – Foundation for Early Childhood Education, Inc. (foundationheadstart.org))

Interested candidates must forward the following documentations and application packet via email at applications@foundationheadstart.org or via mail at 3450 East Sierra Madre Pasadena, California 91107 (Attention HR)

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

Please Note: Application and all required documents can be mailed, or submitted to applications@foundationheadstart.org by the due date listed in this job posting