



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

Posted Date: February 23, 2021

Deadline Date: On-going Recruitment

Position Title: Early Head Start or Head Start Classroom Aide
Reports To: Child Development Supervisor
Department: Education
Employment Status: Non-Exempt & Part-Year Employee
Compensation Range: \$15.75-\$19.15 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 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
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

Distance Virtual Learning is not available for this position

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

Education: Must have six units in Early Childhood Education/Child Development Courses.

- 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.

Head Start

- The Agency will provide trainings on the following material within 6 months of hire: curriculum, instruction, teaching practices, CLASS, and DRDP.

Early Head Start

- The Agency will provide training on the following material: infant/toddler development, primary care, individualized care, safe and healthy caregiver routines, and curriculum prior to commencement of duties

**Non-degreed staff are not counted in teacher: child ratio. Classroom Aide is an entry-level position to agency to support classroom operations such as food prep, meal clean up, assisting with teaching activities, etc.*

Agency plans to provide professional development opportunities for new staff to work towards an Associate Teacher Permit by completing CDA hours.

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

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.

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 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