



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



RE-POST

Employment Opportunity

Posted Date: July 22, 2021

Deadline Date: Open Until Filled

Position Title: **Center Manager/Teacher III**
Reports To: **Child Development Specialist Supervisor**
Department: **Education**
Employment Status: **Non-Exempt & Part-Year Employee**

Compensation Range: \$23.80-\$33.62 (Steps 1-15) 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 (Employer Contributes Partial Premiums)
- Employee Paid Benefits: Aflac, Dental, Medical, Vision & Supplemental Life Insurance
- Stipend Opportunities: CDE/ELCD, LACOE, Professional Growth Hours, and QSLA

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

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

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, 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

Center Manager (CM) will act as site lead, and as a liaison of the Child Development Center Teaching staff and Child Development Supervisor within the Education Services component of a Head Start-Early Head Start/State Preschool Program. CM will be responsible for teaching of assigned classroom, and oversight of single or multiple classrooms including daily operations. Review documentation by teacher's End of Month paperwork. Support professional development of staff with onsite mentoring of effective teaching practices.

Essential Job Functions:

- Develops a plan to insure the safety of the children with in the group in utilizing indoor and outdoor facilities, completes daily health and safety checklist and work orders for repairs and maintenance timely.
- Inspects/facilities for hazardous conditions and unsafe environment and materials and completes daily health and safety checklists. Removes all debris, and all hazardous and unsafe equipment and materials.
- Supervises activities of children to insure their safety.
- Recognizes and reports accidents, illnesses, and suspected child abuse to appropriate personnel according to timelines.
- Conducts monthly emergency drills
- Maintain a clean and orderly classroom, kept free of garbage and debris.

Effective Teaching Practices

- Plans and conducts classroom activities that encourage healthy habits appropriate to the child.
- Selects and uses materials and equipment that stimulates development in the children.
- Includes materials, which reflect the children's culture(s) and uses them appropriately.
- Plans and facilitates daily learning activities for children based on children's interests in alignment with the Creative Curriculum to support School Readiness in all learning domains.
- Writes and maintains accurate records, child observations to complete accurate child assessments (DRDP) 3 times per year
- Designs an individual development plan (IDP) for each child in collaboration with the parent, identifying learning goals and activities for home and school that will support development and achievement of goal (s).
- Provide diaper changes and meeting toileting needs of young children, as needed. Facilitate healthy habits with assistance such as tooth brushing and handwashing

Center Management and Leadership

- CM will mentor Teaching Staff at the assigned site, including Teachers, Assistant Teachers and Classroom Aides
- Provides leadership for the team of Teaching Staff: Teachers, Assistant Teacher, Classroom Aides and classroom volunteers, including students and parents.
- Demonstrates teaching practices to others with mentoring, to increase their skills and ability through modeling of effective teaching strategies.
- Conducts staff-parent conferences and home visits to each family with an enrolled child each program year; per requirements (typically 2 PT/C and 2 H/V per year).
- Attends all required in service training, and orientations, workshops, seminars, etc.
- Follows approved agency procedures, as well as distributes and maintains them under property security.
- Submits all required reports and administrative forms accurately, completely and timely, including enrollment and attendance information.
- Responsible for the accuracy of record keeping (i.e., End of the month paperwork and timely submission)
- Assists CDS to reviews, interprets and develops action plans for classroom of CLASS, ECERS, and other classroom related reports

III. **QUALIFICATIONS, EXPERIENCE & SKILLS**

Education: Bachelor degree from an accredited four-year college in Early Childhood Education; Child Development or a related field.

Experience: Bachelor’s degree or advanced degree in early childhood education or related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.

Child Development Permit: Must have a Child Development Site Supervisor Permit or higher

Knowledge and Skills:

- The capacity to assist teaching staff in the implementation of the HSELOF and CDE PLFS, as well as curricula to meet the group and individual needs of children in Head Start/Early Head Start and State Preschool classrooms.
- Exercises considerable professional judgment and autonomy in decision-making with respect to the allocation of resources to pursue educational services objectives, within the child development centers.
- Must have knowledge of Head Start goals and objectives, including an understanding of School Readiness for young children and their families.
- Ability to work effectively with a variety of adults.
- Understanding of an ability to provide training in principles of child growth and development.
- Successful experience working with of various cultural and ethnicities of local Head Start families in poverty.
- Demonstrates leadership and supervisory ability.

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, 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.

Ability to meet physical requirements of the position, with or without reasonable accommodation

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 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://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

Internal Candidates must submit the following documents:

- Employment Application-with original signature
- Cover letter
- Resume
- 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