



Foundation for Early Childhood Education, Inc.

Early HEAD START / HEAD START / STATE PRE-SCHOOL

Excellence in Early Childhood Education and Human Services

3450 East Sierra Madre Boulevard * Pasadena, CA 91107 * Tel: (626) 572-5107 * Fax: (626) 572-7663

JOB POSTING

[Employment Opportunity](#)

Posted Date: September 7, 2022

Deadline Date: On-going Recruitment

Position Title: Assistant Teacher (Head Start)
Reports to: Child Development Specialist Supervisor
Department: Education
Employment Status: Non-Exempt & Part-Year Employee
Compensation Range: **\$16.84-\$21.03- Hourly Rate Based on Qualifications of Position PLUS Benefits**
**LACOE Retention Stipend for Program Year 22-23 is expected to be issued in July 2023, when eligibility is determined*

Generous Employee Benefits: ACA Compliant Medical, Aflac, Dental, Life, and Vision plans.

- **Paid Holidays, Sick Leave, and Personnel Necessity (PN) Hours: 10 Paid Holidays, 14 Paid Sick leave, includes 15.5 Hours of Personal Necessity: *Accrue at the rate of 9.5 hours per month (1 year of employment= 114)***
- **Paid Vacation: (1 week) Spring Break, (1 week) Thanksgiving, and (2 weeks) Winter Break**
- **Employer Funded Retirement Plan- *Foundation contributes 8.5% after one year of service, you can make voluntarily contributions at the start of your employment***
- **Free Employee Assistance Program(s)**

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC. (SITES)
Will be assigned to report to our designated sites HS/EHS/SPS sites

- *Boyle Heights, Echo Park, Hollywood, Highland Park, and Lincoln Heights*

Review our website: www.foundationheadstart.org for specific site locations

Summary of Duties

A staff person who assists teaching staff of a Head Start and/or State Preschool Child Development Center and facilitates activities for children designed to promote their social, physical, and intellectual growth. Assists in the planning of individual and group activities to stimulate learning, according to the ages of children and according to the guidelines of the Creative Curriculum. This position is situated in the Educational Service component of a Head Start and/or State Preschool program.

Summary of Job Duties, Knowledge, & Skills

(Job Description available from HR)

- Provide children with a learning environment and the varied experiences which will help them to develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence.
- Integrate the educational aspects of the various Head Start components in the daily program of activities.
- Involve parents in education activities of the program to enhance their role as the principal influence on a child's education and development.
- Assist parents to increase knowledge, understanding, skills and experience in child growth and development.
- Identify and reinforce experiences which occur in the home that parents can utilize as educational activities for their children.
- Assists teacher in implementing safety rules and supervises activities of children to ensure their safety.
- Conducts daily inspection of indoor and outdoor facilities and remove debris and hazardous and unsafe equipment and materials.
- Observes the daily health condition of the children and reports results to the teacher.
- Assists children during snack and meal times and demonstrates appropriate dental and personal hygiene.



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Job Announcement for: Assistant Teacher (Head Start) – Page 2

- Assists teacher in straightening up and maintaining an orderly learning environment.
- Under the guidance of the teacher, assists in all functions of the center.
- Cooperates with the team learning activities, such as art, songs, games, dramatic play and other appropriate activities for preschool aged children.
- Helps develop the social, cognitive, and physical skills of the children.
- Helps the parents understand the goals and methods of the classroom program.
- Listens to parents and informs staff of parental concerns.
- Supervises classroom activities for brief periods of time when the teacher is called away.
- Helps to plan and supervise field trips.
- Participates in team meetings and parent conferences or home visits.
- Assists with record keeping.
- Provides evaluative information to the teacher on the progress and developmental status of each child (DRDP observations).
- Assists teacher in designing and planning daily classroom program and schedule according to the Creative Curriculum model and any other agency policies and procedures to meet the Head Start performance standards.
- Assists teacher with attendance and reports.
- Participates in meetings of classroom teaching team.
- Attends orientations, in-service training educational programs, conferences and workshops, as required.

QUALIFICATIONS, EXPERIENCE, & SKILLS

Education:

- A valid California Child Development Associate Teacher Permit or higher.
- *Preferred but not required*- Associates 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 ECE accredited units)*

Experience:

- Completion of training on curriculum, instruction, teaching practices, CLASS, and DRDP must be completed within six months of hire.
- DA/ECEP may hire an individual with 6 ECE units if the individual enrolls in one of LACOE's Career Development Initiative Pathways.

Knowledge & 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; and 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.
- Able to work with children from low-income families.
- Demonstrates the ability to take on independent responsibilities, exercises initiative, assists in promoting a harmonious center environment.
- Understanding and knowledge of the various cultures represented in the community being served.
- Able to work cooperatively and constructively with other adults.
- Possesses desire to enroll in regular job-related classes for self-improvement and professional development.
- Skills in written and oral communication in English.
- Uses highly effective teaching practices that support children's development towards School Readiness.
- Can articulate knowledge of CLASS (Classroom Assessment Scoring System) and uses strategies with children that align to CLASS.
- Able to demonstrate competency in role as Teacher.



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Job Announcement for: **Assistant Teacher (Head Start)** – Page 3

Licenses/Permits/Certifications:

- A valid California Child Development Associate Teacher Permit or higher.

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 the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), Measles (MMR), and COVID-19 vaccination series.

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

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California's Driver's License or have reliable 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 per attached Physical Demand Analysis, with or without reasonable accommodation.

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.

APPLICATION PROCEDURES

Applicants must complete 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 www.foundationheadstart.org

Interested candidates must forward the following documentation packet to the main office – enclosed Human Resources Department or submit via email: applications@foundationheadstart.org

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:



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- 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 electronically to applications@foundationheadstart.org by the due date listed in this job posting.

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 eighteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Our Agency is expanding in the program year 22-23 to the following service areas: Highland Park and Lincoln Heights. 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.