



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: Early Head Start/Head Start/State Preschool Classroom Aide
Reports to: Child Development Specialist Supervisor
Department: Education
Employment Status: Non-Exempt & Part-Year Employee
Compensation Range: \$16.84-\$20.02 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 assist the teaching staff team in the following arenas: assists in daily classroom lesson plans in accordance with established curriculum by planning and implementing individualized lesson plans for the children in the classroom. Assists and provides a healthy and safe physical environment for children, and integrates the parents into the educational program. Assists with parent/teacher conference and home visits twice a year. Assist with records pertinent to individual information about children in the group and classroom activities through the implementation of CLASS and School Readiness measures.

Summary of Job Duties, Knowledge, & Skills

(Job Description available from HR)

- Assist, prepares, maintains necessary and mandated records including ongoing assessments, DRDP Observations, emergency cards, and participates in a variety of staff and educational development activities.
- Provide children with a learning environment and the varied experiences which will help them 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.
- Assists teacher in implementing safety rules and supervises activities of children to ensure their safety.
- Conducts daily inspection of indoor and outdoor facilities and removes 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.
- Assists teacher in straightening up and maintaining an orderly learning environment.
- Cooperates with the team learning activities and shares responsibility for art, songs, games, dramatic play and other appropriate activities for preschool children.
- Supervises classroom activities for brief periods of time when the teacher is called away



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 Announcement for: Early Head Start/Head Start/State Preschool Classroom Aide Education – Page 2

- Participates in team meetings, parent conferences, and home visits.
- Participates in meetings of classroom teaching team
- Attends orientations, trainings of the educational program, conferences, workshops, etc. as required.

QUALIFICATIONS, EXPERIENCE, & SKILLS

Education:

- None
- *Preferred but not required*- High School Diploma, Associates Degree in Early Childhood Education, Child Development, or related field, or 6 units in Early Childhood education.

Early Head Start: The Agency will provide trainings in infant/toddler development, primary care, individualized care, safe and healthy caregiver routines, and curriculum within six months of hire date.

Head Start: The Agency will provide trainings on the following material curriculum, instruction, teaching practices, CLASS, and DRDP within six months of hire date.

Experience:

- N/A: Entry-level position
- *Preferred but not required*- At least 6 months of paid or volunteer experience working with young children

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
- 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

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.



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 Announcement for: Early Head Start/Head Start/State Preschool Classroom Aide Education – Page3

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.

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:

- 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.