



## 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: August 17, 2023

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, Full-time Union Employee

**Compensation Range:** **\$18.59 - \$22.65- Hourly Rate Based on Qualifications of Position PLUS Benefits**

**\*\$500 Hiring Bonus:** A hiring bonus of \$500 is offered to you and is contingent on successful completion of the probation period as follows: \$250 will be paid at the successful completion of mid-point review (3 months from hire) and the remainder of the bonus \$250 will be paid at successful completion of the 6 months Introductory (Probationary) Period.

**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](http://www.foundationheadstart.org) for specific site locations**

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#### 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.

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

- 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.
- 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. Or at least 6 ECE units with a pathway to earning permit.
- *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 (a professional development plan that leads to an associate teacher permit.)

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#### 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.
- 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 and is able to work with children from low-income families.
- 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.
- Articulates knowledge of CLASS (Classroom Assessment Scoring System) and uses strategies with children that align to CLASS.
- Able to demonstrate competency in role as Teacher.

#### Licenses/Permits/Certifications:

- A valid California Child Development Associate Teacher Permit or higher. Or at least 6 ECE units with a pathway to earning permit.

#### 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.*

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

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that an employee must be capable of 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 reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk and must be able to lift and/or move up to 25 pounds.

#### **APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials.

*Please use the link below to complete the application and submit your documentation:*

<https://recruiting.paylocity.com/recruiting/jobs/All/17eff847-f426-4170-8652-62276b005ec3/Foundation-for-Early-Childhood-Education>

**Please Note:** Applications and all required documents must be submitted through the Paylocity feature, letters of recommendations must be sent directly to [hr@foundationheadstart.org](mailto:hr@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 nineteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Our Agency is expanding in the program year 23-24 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 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.

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