



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 Report

Employment Opportunity

Posted Date: December 21, 2023

Deadline Date: January 12, 2024, or open until filled.

Position Title: **Center Manager/Teacher III for Early Head Start or Head Start**
Reports to: **Child Development Specialist Supervisor (CDS)**
Department: **Education**
Employment Status: **Full-Time (40 hours per week), Part-Year, Non-Exempt, and Non-Union Position**
Compensation Range: **\$25.00-\$35.32 (Step 1-Step 15) Hourly Rate Plus Benefits**

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 Days 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

Center Manager (CM) will act as a site lead, and as a liaison of 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 the month paperwork. Support professional development of staff with onsite monitoring of effective teaching practices.

Summary of Job Duties, Knowledge & Skills

(Job Description available from HR)

- Develops a plan to ensure the safety of the children within 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 ensure their safety.
- Recognizes and report 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.



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- 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 a 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 goals.
- Provide diaper changes and meeting toileting needs of young children, as needed. Facilitate healthy habits with assistance such as tooth brushing and handwashing.

Center Manager and Leadership

- Assists the CDS to review, interpret, and develop action plans related to CLASS, ECERS, and other classroom related reports.
- Conducts staff-parent conferences and home visits to each family with an enrolled child per program year; per requirements (typically 2PT/C and 2H/V per year).
- CM will mentor Teaching Staff at the assigned site, including Teachers, Assistant Teachers, and Classroom Aides
- Provides leadership for the team of Teaching Staff as specified above including interns/volunteers which consist of students and parents.
- Demonstrates teaching practices to others with mentoring, to increase their skills and ability through modeling of effective teaching strategies.
- 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 recordkeeping (i.e., End of the month paperwork and timely submission)

QUALIFICATIONS, EXPERIENCE, & SKILLS

- **Education:** Bachelor's degree or advanced degree from an accredited four-year college in early childhood education, Child Development, or related field.
- **Experience:** Minimum three years' experience in teaching preschool-age children, as well as expertise in theories and principles of child growth and development, early childhood education, and family support.

Knowledge & 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.
- Exercise considerable professional judgement and autonomy in decision-making with respect to the allocation of resources to pursue educational services 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 various cultures and ethnicities of local Head Start families in poverty.
- Demonstrates leadership and supervisory ability.

Licenses/Permits/Certifications:

- California Child Development Site Supervisor or higher
- First Aid and CPR



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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), and Measles (MMR).

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be performed by an employee successfully perform the essential job 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.

Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.

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:

External Applicant Link:

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

Internal Applicant Link:

<https://Talent.paylocity.com/Talent/Jobs/List?publicLinkKey=17eff847-f426-4170-8652-62276b005ec3>

Please Note: Applications and all required documents such as cover letter, resume, copies of degree(s), transcripts, letters of recommendation, and any other pertinent documentation as deemed necessary must be submitted through the Paylocity feature. Additionally, letters of recommendations can be sent directly to the Human Resources Department via email at hr@foundationheadstart.org by the due date listed in this job posting.



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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.