



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: On-going Recruitment

Position Title: Early Head Start/Head Start/State Preschool Classroom Aide (Entry-Level)
Reports to: Child Development Specialist Supervisor (CDS)
Department: Education
Employment Status: Full-Time (40 hours per week), Part-Year, Non-Exempt, and Union Position
Compensation Range: \$18.59 - \$21.65 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)

You 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 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 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)

- Assists, 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.



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- 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.
- Participates in team meetings, parent conferences, and home visits.
- Participates in meetings of classroom teaching team.
- Attends orientation(s), training(s) of educational program, conferences, workshops, etc. as required.

QUALIFICATIONS, EXPERIENCE, & SKILLS

- Education: None (Entry-Level)
- Preferred but not required: High School Diploma or GED, *Associate degree or enrolled in a program in early childhood education, child development, or related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.*

Early Head Start: The Agency will provide training(s) 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 training(s) in the following areas: 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 responsive and nurturing teacher-child interactions, and to plan and implement learning experiences as specified below:

- 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.
- Promotes 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 cooperatively and constructively with other adults.

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.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be 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 twenty-five pounds.

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

APPLICATION PROCEDURES

Applicants must complete the 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 uploaded through the Paylocity feature. Additionally, letters of recommendations can be sent directly to the Human Resources Department via email: 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.