Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services

3360 Flair Drive, Suite 100 * El Monte, CA 91731 * Tel: (626) 572-5107 * Fax: (626) 572-7663

POST

Employment Opportunity

Posted Date: August 11, 2017

Deadline Date: Open Until Filled

Position Title: **ASSISTANT TEACHER II**

Reports To: **Child Development Supervisor**

Department: **Education**

Employment Status: **Non-Exempt**

Compensation Range: **$11.70 per Hour PLUS BENEFITS**

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

I. PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical and social emotional growth and development. The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the areas of health, nutrition and community resources.

II. SUMMARY OF DUTIES

Assists in planning and implementing the individualized lesson plans for the children in the classroom. Assists in daily classroom lesson plans in accordance with established curriculum. Assists and provides for a healthy and safe physical environment for children, and integrates the parents into the educational program. Assists with parent/teacher conferences and home visits twice a year. Assist with records pertinent to individual information about children in the group and monitors classroom security. Assists and provides for the completion of necessary paperwork on the children in the classroom, such as attendance reports, and observations of children. Assists and implements CLASS and School Readiness measures. Assist, prepares and maintains necessary and mandated records including ongoing assessments, emergency cards and participates in a variety of staff and educational development activities.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Associate's degree from an accredited four-year college in Early Childhood Education; Child Development or a related field. Minimum of 24 Early Childhood Education (E.C.E.) accredited units.
Experience: Two years in a licensed child care center serving children under 5 years old.

IV. 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 require; must submit a tuberculin skin test or chest x-ray, and 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), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work. *

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

Must have a valid State of California Child Development Associate Teacher Center Permit.

***Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must 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 site; 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.

VI. APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr., Ste. 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org
Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

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