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: April 11, 2016
Deadline Date: May 1, 2016

Position Title: **CLASSROOM TEACHER**
Reports To: **Child Development Supervisor**
Department: **Education**
Employment Status: **Non-Exempt**
Compensation Range: **$2,839. - $4,012.**
Work Location: ASSIGNED

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

A Teacher facilitates activities for children designed to promote social, physical, and cognitive growth in a preschool classroom setting. Plans individual and group activities to stimulate learning in alignment with Creative Curriculum, and in tandem with a child's age and stage of development. Integrate Head Start components into the daily routines and work in partnership with parents to enhance their role as the principal influence on the child's education and development. Assist parents in increasing their skills, knowledge and experiences to enhance their participation in their child's school readiness experiences.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Bachelor's degree in Early Childhood Education, Child Development, or a related field. A Children's Center Teacher Permit.

Experience: Minimally two years experience in a classroom setting or combination of two years experience in a classroom/or group settings with young children.

Skills: The ability to provide positive center based activities that will improve school readiness of children and foster the continuing development of their literacy, phonemic, print awareness, understanding and use of language and increasingly complex and varied vocabulary, and understanding of early math and science, problem-solving skills and approaches to learning.

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 required; must submit a tuberculin skin test or chest x-ray. *
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.
	*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 by Mail or In Person – 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