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

POST

Employment Opportunity

Posted Date: March 9, 2016
Deadline Date: March 23, 2016

Position Title: Teacher
Reports To: Child Development Supervisor
Department: Education
Employment Status: Non-Exempt
Compensation Range: $1378.50 - $1948.00 SEMI-MONTHLY 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 f 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 staff person who facilitates activities for children designed to promote social, physical, and intellectual growth in preschool, childcare center, or other child development facility. Plans individual and group activities to stimulate learning, according to ages of the children and according to the guidelines of the Creative Curriculum. (This position is situated in the Educational Service Component of a Head Start/State Preschool program. The incumbent works in a Head Start/State Preschool Child Development Center). Provides 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. Involve parents in educational activities of the program to enhance their role as the principal influence on the 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.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Bachelor's degree in early childhood education, child development, or a related field.

Experience: At least two years experience in a classroom setting or combination of two years experience in both classroom and group settings with young children.

Skills:

- Advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy, phonemic, and print awareness, understanding and use of language and increasingly complex and varied vocabulary, appreciation of books, understanding of early math and science, problem-solving skills, and approaches to learning;

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- Establish and maintain a healthy learning environment;
- Support the social and emotional development of children; and
- Encourage family involvement of the children in a Head Start program and support the development of relationships between children and their families.
- Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.

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.

Licenses/Permits/Certifications: California Child Development Center Permit or Child Development Teacher Permit.

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*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 original documentation by Mail or In Person 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

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