



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 Re-post

Employment Opportunity

Posted Date: 7/25/24

Deadline Date: August 8, 2024, or open until filled.

Position Title: **Teacher I, II, and III Early Head Start (Infant/Toddler)**

- Teacher I: AA Degree plus Child Development Permit
- Teacher II: BA/BS Degree plus Child Development Permit
- Teacher III: MA/MS Degree plus Child Development Permit

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: **\$21.23-\$39.36 (Step 1-Step 15) Hourly Rate Based on Qualifications of Position Plus Benefits**

***\$500 Hiring Bonus:** A hiring bonus of \$500 is offered to you and is contingent on successful completion of the probation period as follows: \$250 will be paid at the successful completion of mid-point review (3 months from hire) and the remainder of the bonus \$250 will be paid at successful completion of the 6 months Introductory (Probationary) Period.

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.

★ **Substitute Positions Are Available: Day-to-Day or Long-Term Assignments** ★

Summary of Duties

Plans and implements the individualized lesson plans for the children in the classroom. Creates daily classroom lesson plans in accordance with established curriculum. Provides for a healthy and safe physical environment for children and integrates the parents into the educational program. Conducts parent/teacher conferences and home visits twice a year. Records pertinent individual information about children in the group and monitors classroom security.

Provides for the completion of necessary paperwork on the children in the classroom, such as attendance reports, and observations of children. Implements CLASS and School Readiness measures. Prepare and maintain necessary and mandated records including ongoing assessments, emergency cards and participates in a variety of staff and educational development activities.

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Early Head Start Requirements Summary of Job Duties, Knowledge & Skills

(Job Description available from HR)

QUALIFICATIONS, EXPERIENCE, & SKILLS

- **Education:** Associate Degree 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.
- **Preferred but not required:** *Bachelor's and/or Master's degree 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.*
 - Total of six semester units in infant and toddler focus. Must have at least three units in infant and toddler (I/T) development and commit to complete an additional three units in infant and toddler development within the first year of employment.
 - Human Resources will assist you in developing an Educational Plan/Professional Development Plan.
- **Experience Preferred but not required:** At least two years' experience in a classroom setting or a combination of two years' experience in both classroom and group settings with young children.

Knowledge & Skills: Ability to provide responsive and nurturing teacher-child interactions, and to plan and implement learning experiences as specified below:

- Ensure effective curriculum implementation and use of assessment data.
- Promote 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.
- Advance children's intellectual and physical development, including improving the readiness of children for increasingly complex and varied vocabulary, appreciation of books, understanding of early math and science, problem-solving skills, and approaches to learning.
- Establish and maintain a healthy learning environment.
- Support children's social and emotional development.
- Encourage family involvement of the children in Head Start program and support the development of relationships between children and their families.
- Promote infant/toddler development.
- Demonstrate knowledge of safety issues in infant/toddler care (such as SIDS).
- Facilitate effective communication with infants, toddlers, parents, and other staff members.

Licenses/Permits/Certifications:

- California Child Development Associate Teacher Permit or higher
- CPR and First Aid

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).



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SPECIAL REQUIREMENTS

Fingerprint Clearances: All potential employees will be subject to obtaining 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 must be submitted through the Paylocity feature, letters of recommendations must be sent directly to 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.

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