



## JOB DESCRIPTION

---

<b><u>TITLE:</u></b>	Early Education Associate Teacher
<b><u>CATEGORY/DEPT:</u></b>	Early Education Program
<b><u>REPORTS TO:</u></b>	Early Education Manager and Early Education Center Site Supervisor
<b><u>REPORTING STAFF:</u></b>	None
<b><u>STATUS:</u></b>	Non-exempt

---

### **AGENCY OVERVIEW:**

Allies for Every Child (Allies) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 30 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, mental health and pediatric health consultations.

### **JOB SUMMARY:**

The Early Education Associate Teacher is responsible for the academic, social-emotional growth and development of all children in their care, which may include toddlers and/or preschool age children; develops partnerships with birth parent's/child's caregivers to engage and encourage family participation in program. The Early Education Associate Teacher is also responsible for ensuring compliance with Allies Policies and Procedures and codes of all relevant oversight and contracting agencies; and works collegially with other staff members of Allies.

### **ESSENTIAL JOB DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop weekly plans, and implements age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children's development in their care and follow the program curriculum
- Provide a developmentally appropriate classroom environment that reflects the children's learning and growth
- Perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child
- Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group
- Prepare developmental progress reports as needed
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans
- Exchange information and serve as a member of a multi-disciplinary intervention/prevention team as needed
- Complete child transition and orientation of the classroom with parents/caregivers
- Maintain ongoing, open communication with parents/ caregivers
- Provide a classroom environment that encourages parent/caregiver participation
- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff
- Plan semi-annual parent conferences to discuss children's developmental progress, needs and interests and set School Readiness Goals
- Conduct semi-annual developmental screenings with family and set School Readiness Goals (get to know your meetings)
- Liaise with children's families to ensure smooth transition from home to childcare setting and transitions from classroom to classroom when needed
- Assist families with children's transitions from toddler to preschool and from preschool to kindergarten
- Maintain accurate, complete and timely client and agency records (child files, ChildPlus documentation, etc.); Complete daily meal and attendance records
- Maintain up-to-date emergency forms, curriculum plans, individual child development profile and other records as needed

- Complete and report any suspected symptoms of child abuse to supervisor and Los Angeles Department of Children and Family Services (DCFS)
- Complete daily health checks regarding hygiene, safety, and overall well-being of the children
- Maintain awareness of children in their care at all times (e.g., ratio, supervision)
- Complete DRDP and prepare developmental progress reports at least twice a year
- Ensure a healthy, safe, clean and developmentally appropriate environment for children
- Assist with functioning and monitoring of nutrition and food service
- Assist with the supervision of staff and volunteers for childcare setting
- Meet with classroom teacher on a weekly basis Ensure the co-teacher is kept updated in all matters concerning the classroom and program, i.e. Teacher Collaboration Meetings, lesson plans, policies & procedures, training received
- Complete yearly performance evaluation self-assessment and engage in review processes with supervisor
- Provide functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom
- Reports all staffing and classroom concerns to supervisor in a timely manner
- Reports family changes in schedules and excessive absences to administration in a timely manner
- Participate in on-going in-service and educational development opportunities provided by the Agency
- Participate in ongoing development and evaluation of center's goals and objectives
- Participate in required monthly supervision
- Staff must believe in and act in accordance with both the Agency's and the program's mission statements
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

**QUALIFICATIONS & EDUCATION:**

- Associate's Degree with 24 units in Child Development or Early Childhood Education including core courses in Child/Human Growth and Development; Child, Family and Community and Program/Curriculum
- Child Development Permit (must keep valid and updated at all times).
- Two years' teaching experience preferred
- 3 Infant/Toddler units a plus
- Pediatric CPR & First Aid certification required
- Early childhood development knowledge and experience
- Early childhood mental health knowledge and experience as plus
- Knowledge of Desired Results, Developmentally Appropriate Practices
- Knowledge of State Subsidized Preschool and/or Child Care Program Requirements for Center Programs preferred
- Good communication, problem solving, and priority setting skills as well as ability to maintain an overall positive and professional attitude /disposition
- Ability to use the computer to input developmental data
- Ability to effectively plan, organize and implement educational activities
- Ability to make decisions on behalf of children and protect their well-being
- Must be able to manage confidential information
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for pertussis, measles and influenza (can decline)
- Access to reliable transportation required

**#BECOMEANALLYTODAY!**

**FOR CONSIDERATION:** Send cover letter and resume to [humanresources@alliesforverychild.org](mailto:humanresources@alliesforverychild.org)

***Full benefits package offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, paid sick leave, vacation leave, and 2 personal days for anniversary of employment and birthday.***

*Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization's effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*



*Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit [www.COAnet.org](http://www.COAnet.org) to learn more about COA Accreditation.*