



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Parkway N., #440, City of Industry, CA 91746
Tel. (562) 776-1301 / Fax (562) 776-8712
www.plazadelaraza.info

Employment Opportunity

Posted Date: 2/15/2018

Closing Date: Open until filled

Position Title: Assistant Teacher
Reports To: Site Supervisor & Education Coordinator
Department: Education
Employment Status: Non-Exempt / 9.5 months per year
Hourly Rate: \$13.44-\$15.59 per hour
Work Location: Los Angeles County

I. Program Summary

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza currently serves over 1,620 children and their families.

II. Summary of Duties

The Assistant Teacher assists classroom teaching staff in planning, facilitating, and implementing individual and group activities; completing basic records and sharing information with Site Supervisor regarding student progress in planned activities. This position provides assistance with instructing children in activities designed to promote their social, physical and intellectual growth. The Assistant Teacher will also be involved in the planning of individual and group activities to stimulate learning according to the ages of the children.

III. Qualifications & Experience

A. Education

Associate degree or higher in early childhood education, child development, or a related field is required. Must have a valid California Child Development Associate Teacher Permit; and must have a valid CPR/First Aid certification.

B. Experience

One (1) year of experience as a student intern, tutor, or instructional assistant working in an educational setting with pre-elementary school children is required. Bilingual (English/Spanish) and (English/Mandarin) skills are highly preferred.

IV. Special Requirements

Medical Examination: *Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (whooping cough) and influenza. **

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 drivers license, or have available private transportation.*

**** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of contingent offer of employment.***

V. Benefit Plans

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans

Health Care:	Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA
Financial:	401(k) Plan and Direct Deposit
Time Away From Work:	Annual Leave, Holidays, Personal /Sick Days, Leave of Absence, Jury Duty and Bereavement Leave
Work/Life Solutions:	Life Assistant Program

VI. Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee may frequently lift and/or move a minimum of 25 pounds up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

VII. Application Procedures

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at **13300 Crossroads Parkway N., #440 City of Industry, CA 91746**, or may download the application from the Careers section at www.plazadelaraza.info.

Applicants must submit a complete application packet to Human Resources Department via email jobs@pdlr.org or by regular mail to:

Plaza de la Raza Child Development Services, Inc.
Human Resources Department
13300 Crossroads Parkway N., #440
City of Industry, CA 91746

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume
4. Transcripts indicating Associates degree or higher in early childhood education, child development, or a related field
5. Current California Child Development Associate Teacher Permit
6. Valid CPR/First Aid certificate

*** Only complete application packets will be considered for the screening and selection process.**

EQUAL OPPORTUNITY EMPLOYER

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs