



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

Employment Opportunity

Posted Date: 9/25/2018

Closing Date: 10/05/2018 or until filled

Position Title: Classroom Aide
Reports To: Site Supervisor & Education Coordinator
Department: Education
Employment Status: Non-Exempt / Full-Time
Hourly Rate: \$14.00 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 1,600 children and their families.

II. Summary of Duties

The Classroom Aide is responsible for assisting the Teacher, Assistant Teacher and Site Supervisor in providing child development services to children and provide additional support to education staff in the absence of a co-worker.

III. Qualifications & Experience

Education

High school diploma or G.E.D equivalent and completion of at least 12 units in child development, early childhood education or related field is required. A Child Development Assistant Teacher Permit or higher and a valid CPR/First Aid certification is required.

Experience

One (1) year experience working or volunteering with children under the age of 5 years is required.

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), Sex Offender Registry 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 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 Plan.

Plaza offers the 401(k) Profit-Sharing Plan to eligible employees to accumulate saving for retirement while benefiting from favorable tax treatment. Other benefits include: Annual leave, personal /sick days, leave of absence, holidays, and bereavement leave.

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. 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 North, Suite 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 the 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 North, Suite 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. High School Diploma or G.E.D. and transcripts indicating completion of 12 units in child development, early childhood education or related field.
5. Current California Child Development Assistant 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.