



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

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## Employment Opportunity

Posted Date: 5/7/2019

Closing Date: 05/17/2019 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

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### **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. To complete an application, please login to the attached link.

**<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=F3869EFB1BF5EE16E8D0B9C24933436E>**

**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.