



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

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## Employment Opportunity

Posted Date: 7/12/2019

Closing Date: Until filled

**Position Title:** Resource Teacher I  
**Reports To:** Site Supervisor  
**Department:** Education  
**Employment Status:** Non-Exempt/Full-Time  
**Work Location:** Los Angeles County, CA

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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 de la Raza currently serves over 1,600 children and their families.

### **II. Summary of Duties**

The Resource Teacher I receives general supervision from the Site Supervisor. Assists classroom teaching staff in providing a safe, high quality-responsive, nurturing care to infant and toddlers that is respectful of the child's development. Provides assistance with implementing individualized learning experiences and evidence-based best practices to support children's growth in educational, social, emotional, physical and cognitive competencies that support school readiness goals. Assist in completing basic records and shares information with teachers regarding children's progress. Establishes and maintains positive and productive partnerships with families based on mutual trust and respect. Complies with Head Start Performance Standards, Community Care Licensing, State and Agency's policies and procedures.

### **III. Qualifications & Experience**

#### **Education**

High School diploma required. *Must possess a valid California Child Development Associate Teacher Permit.* enrolled in a program leading to an Associate's degree in early childhood education, child development, Psychology, Social Science, or related field. Must complete the following training prior to the commencement of duties: infant/toddler development, primary care, individualized care, safe and healthy caregiver routines, and curriculum.

#### **Experience**

One (1) year of experience as a student intern, tutor, or instructional assistant working in a classroom setting serving children under 5 years old is required.

#### **IV. Special Requirements**

<b>Medical Examination:</b>	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.
<b>Fingerprint Clearances:</b>	All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), Megan's Law Registry and the Child Abuse Index prior to starting work.
<b>Other Special Requirement:</b>	Must have the use of an automobile with adequate insurance coverage and a valid California driver's license or have available transportation.

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

#### **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

<b>Health Care:</b>	Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA
<b>Financial:</b>	401 (k) Plan and Direct Deposit
<b>Time Away from Work:</b>	Vacation, Holidays, Paid Sick Leave, Leave of Absence, Jury Duty, and Bereavement Leave
<b>Work/Life Solutions:</b>	Life Assistant Program

#### **VI. Physical Demands**

May occasionally need to provide gentle physical restraint to children. Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meetings and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required. May be required to lift up to 25 pounds. Some exposure to communicable diseases. Noise level in work environment may be moderate to loud. Work is generally performed in a classroom setting or in an office environment, involving face-to-face communication. Some evenings and weekend work required for events such as home visits, parent-teacher conferences, Parent Committee meetings, Family Nights, socializations and other Head Start/Early Head Start activities including social and community activities.

#### **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 enrolled in a program leading to an Associate's degree
5. Child Development Associates 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.