

JOB DESCRIPTION

POSITION: Teacher

PROGRAM: Early Childcare Education Centers (ECE)

STATUS: Full-time, Non-Exempt

COMPENSATION: \$18.50 - \$26.00

REPORTS TO: ECE Program Manager

Organizational Background:

Proyecto Pastoral was founded in 1986 to empower the Boyle Heights community through grassroots projects in education, leadership, and service. Proyecto is a highly effective community-based organization that focuses on building residents' leadership to create change in their community. Our initiatives include: Guadalupe Homeless Project, an emergency shelter and clothing distribution center for recently immigrated men and senior aged women; IMPACTO, a multi-faceted youth development program; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for Kindergarten; and Comunidad en Movimiento, focused on civic engagement and leadership development. Proyecto Pastoral is the backbone organization for Promesa Boyle Heights, a cradle to college/career initiative. Proyecto Pastoral serves nearly 8,000 children, youth and families.

Job Summary:

Proyecto is seeking a dynamic teacher to facilitate activities for young children that promote social, emotional, physical and cognitive growth in an early childhood development center setting. Under the supervision of the site supervisor, the teacher will plan individual and group activities to stimulate learning based on children's developmental needs (toddler or pre-school). The teacher will also engage parents as partners and provide support to help them understand their child's development.

Responsibilities:

Classroom, Teaching & Lesson Planning

- Plans and implements daily culturally relevant learning activities for children based on their interests and aligned with emergent curriculum to support school readiness in all learning domains, and that meets the physical needs of all children including those with different abilities (i.e. small-and large motor development, coordination, sensory, etc.). Follows all lesson plan guidelines as indicated by Program Manager and Program Director.
- Plans activities and challenging experiences that stimulate curiosity, encourage questioning and problem solving.
- Designs an individual development plan (IDP) for each child in collaboration with the parent, identifying learning goals and activities for home and school that will support development and achievement of goal.
- Develops activities that strengthen children's communicative skills, both verbal and non-verbal, while including the children's dominant language.
- Provides opportunities for children to enhance their creative abilities, explore and experiment with a variety of media not only through art, music and dramatic activities, but also in all aspects of the program.
- Helps each child develop a sense of awareness and self-esteem; to express his/her feelings and accept those feelings; and to develop pride as an individual and a member of a cultural/ethnic group.
- Helps children develop a sense of independence and provides opportunities for them to assume responsibility both within the group and for themselves, including developing social skills.
- Organizes and implements a positive and comfortable routine by establishing realistic limits for the children by demonstrating effective use of time, providing for active and quiet activities and planning for smooth transitions.
- Ensures the safety and wellbeing of children by following health and safety checklists and guidelines, full

supervision of children, and plans for indoor and outdoor activities. This includes reporting accidents, illnesses and suspected child abuse to the program manager.

- Ensures a positive, healthy and safe classroom environment both indoor and outdoor. This may include light cleaning and moving of classroom furniture, as needed.
- Writes and maintains proper records on child observations in order to complete an accurate child assessment (DRDP), including ASQ assessments.

Parent Engagement & Communication

- Builds relationships with parents and shares information and resources to support parents and families.
- Promotes parent leadership and participation by providing opportunities for parents to share their skills and talents in the classroom, sharing opportunities for parents to get involved with Proyecto Pastoral, Promesa Boyle Heights and in the broader community.
- Communicates verbally and in writing with both the parents and the children in their language, to the extent possible.
- Facilitates and leads parent education meetings including orientations, child development, curriculum and parenting strategies.
- Conducts staff-parent conferences and home visits to each family with an enrolled child each program year; per requirements (typically 2-4 PT/C per year).

Leadership & Administrative

- Provides leadership for the Assistant Teacher team and classroom volunteers.
- Helps teacher assistants increase their skills and ability through modeling of effective teaching strategies.
- Attends all required in-service trainings, orientations, workshops, seminars, etc.
- Participates in leading team-teaching meetings to reflect on the day, and plan for the following day/week.
- Follows Proyecto Pastoral policy and procedures.
- Records pertinent information about children in the group and maintains them under proper security.
- Submits all required reports and administrative forms accurately, completely and timely, including enrollment and attendance information.
- Actively participates in recruiting, assisting parents who walk in for enrollment info and/or informal recruitment activities, as assigned.
- Attends trainings and meetings, as scheduled and/or assigned.
- Performs special projects and/or other related duties, as assigned.

Education: Licenses/Permits/Certifications:

- Minimum of 24 units in Early childhood Education or equivalent.
- Child Development Teacher Permit or higher.
- CPR/1st aid (or) obtain within the first 3 months of hire.

Experience, Knowledge and Skills:

- At least 2-3 years of experience in a classroom setting or combination of three years of experience in both classroom and group settings with young children.
- Experience advancing the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy, phonemic, and print awareness, understanding and use of language and increasingly complex and varied vocabulary, appreciation of books, understanding of early math and science, problem-solving skills and approaches to learning.
- Ability to establish and maintain healthy learning environment, and to support the social and emotional development of children.

- Experience fostering family engagement and supporting relationships between children and their families.
- Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.
- Uses highly effective teaching practices that support children's development towards School Readiness.
- Can articulate knowledge of CLASS/ ITTERS/ ECERS and QSLA and uses strategies with children that align to CLASS/ ITTERS/ ECERS and QSLA.
- Able to demonstrate competency in role as Teacher.
- Shows ongoing progress on professional development goals set on annual evaluation.

Requirements:

Prior to hire, the following must be assured:

- Clear background check.
- Proof of the absence of Tuberculosis from a physician, to show that the prospective employee is cleared to work with children and families.
- Submission of immunization that shows vaccine against Pertussis (whooping cough), Measles and flu (annual).
- Submission of appropriate teacher permits or other degrees.

Physical Demand:

The physical demands described here are those that minimally must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee will be frequently required to reach with arms and hands; stoop, kneel or crouch. The employee must be able to lift up to 35 pounds.

Status: Full-time, Exempt with excellent benefits package, which includes health, dental, vision, vacation, sick days, holidays, and 401k plan.

To Apply: Interested applicants should send a cover letter and resume to hr@proyectopastoral.org. Only emailed applications will be accepted, please indicate "ECE Teacher" in the subject of the email.

Proyecto Pastoral is an equal opportunity employer. Proyecto Pastoral does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.