



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. KYCC's Kids Town preschool program shares a philosophy of respect for other cultures, a sense of community involvement and an appreciation for nature. We believe in striving towards excellence as well as cultivating a lifelong love of learning.

KYCC Kids Town is looking for a Head Teacher for our state licensed preschool. Candidates should share our mission, philosophy, and approach in implementing the Emergent Curriculum and other innovative progressive and research-driven practices. We are especially seeking candidates who share our dedication to continued professional development and growth, and a thoughtful, intentional way of teaching and learning to nurture the rich potential of children.

Kids Town has 72 children, a low 1:8 ratio and an open classroom concept. We have been serving our diverse community for almost 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

### Preschool Head Teacher (Full-time, Non-exempt)

**Unit:** Kids Town

**Reports To:** Kids Town Preschool Director

**Positions Available:** 1

**Posting Date:** 3/24/2017

**Salary:** \$32,000 – \$37,000 annually, plus benefits

**Summary:** Under the direction of the Preschool Director and Assistant Director, the Preschool Head Teacher is responsible for providing a variety of culturally sensitive, developmentally- and age- appropriate activities for children in a safe environment, as well as conducting parent conferences. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a regular, full-time, non-exempt position.

#### **Duties / Responsibilities:**

- **Maintain a developmentally appropriate classroom by:**
  - Implementing and organizing programs and activities appropriate for children to meet their individual needs; supervising the daily routine of the children's activities, creating environments where children can function and learn on their own at their own stage of development;
  - Promoting opportunities for creative thinking, skill building and relationship building;
  - Arranging indoor and outdoor space to facilitate creative play, motor-skill activities and safety;
  - Organizing and labeling materials and displaying children's work in a manner appropriate for their ages and perceptual skills;
  - Ensuring the safety and health of children in the classroom and attending to children's needs as they arise; and
  - Being familiar with Title 22 and Title 5 regulations, and NAEYC standards.
- **Actively participate in curriculum development and implementation by:**
  - Working collaboratively with others to plan and implement age appropriate activities;
  - Providing high quality interaction with children, promoting cognitive development;
  - Organizing and leading activities designed to promote physical, mental and social development, such as games, arts & crafts, music and storytelling;
  - Preparing materials and classrooms for class activities; and
  - Promoting appreciation for cultural and linguistic diversity.
- **Conduct developmental and environmental assessments by:**
  - Implementing ECERS and DRDP tools;
  - Participating actively in assigned observation duties; and
  - Providing timely and accurate documentation.

Preschool Head Teacher

*KYCC is an E-Verify Employer.*

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**Duties / Responsibilities continued:**

- **Promote parent relations by:**
  - Helping parents feel welcomed;
  - Promoting parent participation and the learning process by being available to answer questions;
  - Conducting parent conferences for children in his/her classroom on an annual basis or more frequently if needed; and
  - Working with the Center's Family Advocate to provide family support as needed.
- **Assist Center operations by:**
  - Supervising other staff in the working area;
  - Enforcing and following administrative policies;
  - Collaborating with other Teachers and Administrators in the development, evaluation and revision of the program; and
  - Maintaining accurate and complete children's records as required by law, district policies and administrative regulations.
- **Attend relevant meetings, trainings, events and activities; and**
- **Perform other related duties as assigned by the Kids Town Director.**

**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- A Bachelor's degree in Child Development, Early Childhood Education, or a related field;
- A minimum of 2 years experience working with parents and children in a licensed childcare environment;
- Demonstrable working knowledge of child development ages and stages and constructivist theories;
- Bilingual capacity (Spanish/English and/or Korean/English);
- Ability to interact with children and parents with respect;
- Strong commitment to working with a multicultural community;
- Strong organizational, written and communication skills;
- Ability to organize and prepare documentation in a timely manner;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Proof of passing a TB test, a health screening and fingerprinting (CCLD Live Scan);
- Proof of eligibility to work in the United States; and
- Physical requirements: Able to lift a child weighing up to 40 lbs., able to hear a child calling for help, able to see a child on the playground, able to sit for long periods of time, seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; sitting for extended periods of time; and dexterity of hands and fingers to operate office equipment.

**Desired Qualifications:**

- A Teacher or a Master Teacher permit from the California Teacher Credentialing Commission;
- Experience with constructivist emergent curriculum including integrated skills and assessments;
- Certification in CPR (Child & Adult) and First Aid training;
- Experience working with diverse cultures; and
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.

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