



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. KYCC's Children's Center (Kids Town) preschool focuses on the whole child, recognizing there are very many components which build the foundation to becoming a successful and happy person. Our 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.

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 Teacher (Bilingual English-Korean) (Full-time, Non-exempt)

Unit: Kids Town

Reports To: Head Teacher/Preschool Director

Posting Date: 3/15/18

Salary: \$28,000 – 32,000 annually DOE, plus benefits

Positions Available: 1

Summary: Under the supervision of the Head Teacher and the direction of the Preschool Director, the Preschool Teacher is responsible for assisting the Head Teacher with providing a variety of culturally sensitive, developmentally- and age-appropriate activities for children in a safe environment. 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:**
 - Assisting the Head teacher in 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.
 - 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.
 - 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.
 - Promoting appreciation for cultural and linguistic diversity.
 - Staying informed on new trends, ideas and issues in education, ECE, and related field.
 - Being available to provide guidance for Assistant teachers at the center.
- **Conduct developmental and environmental assessments by:**
 - Developing familiarity with DRDP.
 - Participating actively in assigned observation duties.
 - Providing timely and accurate documentation.



Duties / Responsibilities continued:

- **Promote parent relations by:**
 - Helping parents feel welcomed.
 - Promoting parent participation and the learning process by being available to answer questions.
 - Providing feedback to Head Teachers to assist in conducting parent conferences for children in his/her classroom on an annual basis or more frequently if needed.
 - Working with the Center's Family Advocate to provide family support as needed.
- **Assist Center operations by:**
 - Providing basic supervision to Assistant Teachers, volunteers and interns in the working area.
 - Maintaining accurate and complete children's records as required by law, district policies and administrative regulations.
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Kids Town Director.**

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

- An Associate's degree or Bachelors 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 (Korean/English).**
- Ability to interact with children and parents with respect.
- Ability to create a feeling of confidence and self-esteem in children and their families.
- Ability to organize and prepare documentation in a timely manner.
- Strong organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- 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.
- Physical requirements: Ability to lift a child weighing up to 40 lbs., ability to hear a child calling for help, ability to see a child on the playground, and inspect the field and written documents; ability to sit and stand for long periods of time; ability to communicate with KYCC staff, affiliates, clients and public; 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.
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.

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