



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 philosophy is based on learning through play and our curriculum is based on Reggio-Inspired Emergent and progressive curriculum. 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 Head Teacher (Full-time, Non-exempt)

Unit: Kids Town
Posting Date: 10/15/18

Reports To: Kids Town Preschool Director
Salary: \$31,200 – 33,000 annually DOE, plus benefits

Positions Available: 1

Summary: Under the direction of the Kids Town Preschool 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. The Preschool Head Teacher is responsible for the oversight of the operation of Kids Town (Crenshaw Site) on a day to day basis including classroom operation, staff supervision, professional and personal growth, support of teacher and teacher assistant, parent relations and community relations. 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:

- **Administrative Oversight:**
 - Ensuring compliance with applicable company policies and procedures and any of the following program regulations as they apply to the specific program assigned to:
 - CDE
 - NAEYC
 - Title 5 regulations
 - Title 22 regulations
 - Community Care Licensing regulations
 - Child Care Food Program in classrooms
- **Staff Supervision:**
 - Supervising, guiding, and modeling appropriate behavior and teaching techniques for all Kids Town staff.
- **Curriculum and Program:**
 - Planning and implementing educational curriculum for preschool children that reflects developmental, cultural, and linguistic appropriateness.
 - Developing, implementing and supporting staff to create strategies used by Pre-GLAD.
 - Ensuring proper care and supervision for each and every child at all times and adhering to the standards of conduct.
 - Ensuring the classroom and all equipment is maintained in a clean and safe condition.
- **Parent Engagement and Communication:**
 - Assisting in the development and supervision of the procedures for implementing a parent participation program by conducting parent-teacher conferences.
 - Promoting parent participation and the learning process by being available to answer questions.
- **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):

- A Bachelor's degree in Child Development, Early Childhood Education, or a related field OR a Bachelor's degree with a minimum of 18 ECE units and five(5) or more years of experience in a high quality early childhood program.
- A valid State of California Children's Center Master Teacher Permit or Site Supervisor Permit.
- A minimum of two(2) years experience working with parents and children in a licensed childcare environment.
- Ability to develop and effectively manage classrooms, services, and innovations according to program needs.
- **Bilingual capacity (Spanish/English and/or Korean/English).**
- 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 (clearance of TDAP/DTAP, MMR) and fingerprinting (CCLD Live Scan).
- Proof of eligibility to work in the United States.
- 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, able to climb and descent stairways, able to kneel or sit on floor for up to thirty(30) minutes at a time while working with children, able to work in a moderate to loud environment, 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:

- Experience with constructivist emergent curriculum including integrated skills and assessments.
- Certification in CPR (Child & Adult) and First Aid training.
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.

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