



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. KYCC's 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.

### Family Advocate/Assistant Teacher (Full-time, Non-exempt)

**Unit:** Kids Town      **Reports To:** Kids Town Director/Assistant Director      **Positions Available:** 1  
**Posting Date:** 2/26/19      **Salary:** \$13.00 – 15.00 per hour, DOE

**Summary:** Under the direction of the Kids Town Director and Assistant Director, the Family Advocate/Asst. Teacher is responsible for working with all enrolled families at Kids Town to provide support during their assigned time. The Family Advocate/Asst. Teacher will recruit and enroll families, provide case management to enrolled families including linkage to all needed support services, and will work with the Kids Town Director and Assistant Director to plan and implement marketing strategies. The position is also responsible for assisting the Head Teachers and Teachers with providing a variety of developmentally and age appropriate activities for children in a safe environment as well as assisting Head Teachers conducting parent conferences. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position. The schedule for this position is based on the needs of the preschool.

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

- **Provide family support by:**
  - Conducting intakes for families enrolling children in Kids Town.
  - Maintaining a family chart with a service coordination plan and progress notes.
  - Making all appropriate referrals for services including but not limited for mental health, health and social services.
  - Following up with providers to ensure delivery of services.
  - Developing and maintaining a network of resources of service providers.
  - Supporting families through the termination process.
  - Maintaining accurate and complete children's records as required by law, district policies, and administrative regulations.
  - Planning and implementing marketing strategies for Kids Town.
- **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.
  - 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.
- **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.



- **Conduct developmental assessments by:**
  - Developing familiarity with DRDP.
  - Participating actively in assigned observation duties.
  - Providing timely and accurate documentation.
- **Provide 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.
  - Assisting and conducting parent education workshops.
  - Conducting outreach in the community to recruit families and to build a network of resources.
- **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 AA or Bachelor's degree in Child Development, Early Childhood Education, or a related field.
- Proof of passing a Live Scan fingerprinting clearance, a physical examination, and provide negative results from a TB test.
- Experience providing services to immigrant families
- Ability to establish rapport with and respect for children and their parents.
- Ability to create a feeling of confidence and self-esteem in children and their families.
- **Bilingual capacity (Korean/English) (Required).**
- Experience in working with diverse cultures.
- Ability to organize and prepare documentation in a timely manner.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Self-directing and the ability to work independently as required.
- Proof of eligibility to work in the United States.
- Physical requirements: Able to lift a child weighing up to 40 lbs., hear a child calling for help, see a child on the playground, inspect the field and written documents; able to communicate with KYCC staff, affiliates, clients and public; sit 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;
- Strong organizational, written and communication skills.
- 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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