



## 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.

### Preschool Assistant Teacher (Bilingual Korean and/or Spanish) (Full-time, Non-exempt)

**Unit:** Kids Town

**Reports To:** Kids Town Director

**Positions Available:** 1

**Posting Date:** 1/31/2023

**Salary:** \$18.00 hourly DOE, plus BENEFITS

**Summary:** Under the direction of the Kids Town Director, the Assistant Teacher is 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 conduct 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:**

- **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.
  - Managing and supervising volunteers.
  - 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, provide negative results from a TB test, and provide immunization record.
- 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 (English/Korean).**
- 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.; able to bend, reach and lift up to or above head-level, 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 descend 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:**

- 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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