



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 50 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Teacher (Bilingual Spanish or Korean) (Full-time, Non-exempt)

Unit: Kids Town

Reports To: Kids Town Director

Positions Available: 1

Posting Date: 12/16/2025

Salary: \$23.00 - \$23.50 hourly, plus BENEFITS

Summary: Under the direction of the Kids Town Lead Teacher/ Site Supervisor and Director, the Teacher is responsible for creating a nurturing, developmentally appropriate multilingual learning environment that supports children's (2-5 year olds) hands-on exploration and critical thinking. 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 Monday- Friday, 8:30 a.m. – 5:30 p.m.

Duties / Responsibilities:

- **Supervision, Classroom Management, and Learning Environment:**
 - Provide direct supervision and care for children, ensuring safety, and responding appropriately to emergency situations.
 - Monitor children's activities and needs, ensuring safety and engagement in developmentally appropriate, individualized care.
 - Understands and implements Title 22 and Title 5 regulations.
 - Lead activities that promote social, motor, and language skills through play, arts, music, reading, and physical activities.
 - Guide children's behavior, using positive reinforcement and redirecting when necessary.
- **Health and Safety:**
 - Ensure adherence to health, safety, and emergency procedures as required by state licensing and Kids Town policies.
 - Follow Child Care Licensing Division regulations and report any concerns regarding child safety, abuse, or neglect to the appropriate authorities.
 - Complete daily attendance, injury reports, and other necessary documentation in a timely manner.
 - Assist with daily activities, including diapering, feeding, hand washing, and ensuring cleanliness, sanitation, and proper disposal.
 - Implement ECERS and CLASS guidelines on a daily basis.
- **Meal Program Responsibilities:**
 - Implement the regulations of the Child and Adult Care Food Program (CACFP).
 - Track meal counts at service or delegate to teachers under supervision for accuracy.
 - Model healthy eating habits and provide an atmosphere where children can practice social and language skills during mealtime.
 - Complete mandatory CACFP training annually and ensure compliance with all relevant food program regulations.
- **Curriculum Development, Documentation, and Lesson Planning:**
 - Regularly document children's developmental progress, noting milestones, concerns, and achievements.
 - Complete required assessments, including Desired Results Developmental Profile and Ages and Stages Questionnaires 2x a year.
 - Develop and implement age appropriate weekly lesson plans, that promote diversity and inclusion, ensuring they align with educational goals and developmental standards that encourage exploration, critical thinking and hands on experiences.
- **Collaboration and Communication:**
 - Communicate regularly with parents about their child's development, concerns, and achievements.
 - Serve as a point of contact for parents, fostering a supportive relationship and encouraging involvement in the child's education.
 - Collaborate with teachers and administrators to develop, evaluate, and improve the program.
- **Operational Duties and Collaboration:**
 - Assist in the daily operational duties within all areas of the Center, ensuring smooth and efficient functioning of the program.
 - Follow all administrative policies and procedures, ensuring compliance with organizational guidelines.
- **Attend relevant meetings and professional development trainings/workshops.**
- **Performs other related duties as assigned by the Supervisor and 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 is highly desired **-OR-** 24 units of Early Childhood Education and at least 3 units of infant toddler required.
- At least 4 years of experience in a family child care program or licensed childcare environment with children 0-5 years old;
- Hold a valid **Child Development Teacher** permit from the State of California Commission on Teacher Credentialing or be in the process of acquiring one.
- Proof of the following immunizations: TDaP (Tetanus, Diphtheria, and Pertussis), MMR (Measles, Mumps, and Rubella), Influenza vaccine (optional, with a signed statement if declined).
- Ability to easily interact with respectfully with children and their parents.
- 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.
- Demonstrates professionalism in attire, attitude, punctuality, and attendance.
- **Bilingual capacity (Spanish/English or Korean/English) required.**
- Ability to organize and prepare, and submit documentation in a timely manner.
- Ability to utilize technology to make learning visible (photos, video, audio; formatting documentation, etc.).
- Proof of eligibility to work in the United States.
- Physical Requirements:
 - Must be able to lift a child who weighs up to 50lbs.;
 - Must be able to stand and sit in environments designed for children ages 2- 5 years
 - Must be able to move rapidly from a sitting to a standing position and get down and up off the ground;
 - Must be able to respond quickly to auditory and visual cues.

Desired Qualifications:

- Certification in CPR (Infant, Toddler & Adult) and First Aid training are highly desired;

NOTE: The selected candidate will be required to complete a health screening report, Livescan (fingerprint process) and/or background check and a TB test after a conditional offer of employment has been extended.

To apply, please submit a **cover letter and resume**.

SUBMIT AN APPLICATION