**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.

## Preschool Assistant Teacher (Bilingual) (Full-time, Non-exempt)

**Unit:** Kids Town
**Reports To:** Kids Town Director
**Positions Available:** 1
**Posting Date:** 08/10/2026
**Salary:** $23.00 hourly, plus BENEFITS

**Summary:** Under the direction of the Kids Town Lead Teacher/ Site Supervisor and Director, the Assistant Teacher is responsible for assisting the Lead Teachers and Teachers with providing a variety of developmentally and age appropriate activities for children in a safe environment as well as assisting Lead 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 Monday- Friday, 8:30 a.m. – 5:30 p.m.

**Duties / Responsibilities:**

- **Supervision, Classroom Management, and Learning Environment:**
  - Supervise and care for children, ensuring safety, responding to emergencies, and addressing their physical and emotional needs.
  - Monitor activities, conduct daily health screenings, and maintain a safe, engaging environment.
  - Support teachers in implementing Title 22 and Title 5 regulations.
  - Lead structured activities that foster social, motor, and language development.
  - Establish routines, rules, and learning centers that promote positive behavior and exploration.
  - Guide behavior using positive reinforcement and redirection while minimizing distractions.
- **Health and Safety:**
  - Follow state licensing, Kids Town policies, and Child Care Licensing Division regulations, reporting safety concerns as needed.
  - Maintain records, including attendance and injury reports.
  - Ensure children's basic needs are met through hygiene, feeding, and toileting procedures.
  - Implement ECERS and CLASS guidelines daily.
  - Assist with daily operations and ensure compliance with administrative policies and organizational guidelines for smooth program functioning.
- **Meal Program Responsibilities:**
  - Follow CACFP regulations, complete meal counts, and ensure all children receive required meal components.
  - Model healthy eating habits, foster social interaction during meals, and complete mandatory CACFP training annually.
- **Curriculum Development, Documentation, and Lesson Planning:**
  - Document children's developmental progress, complete DRDP and ASQ assessments biannually, and track milestones/concerns.
  - Create and implement weekly lesson plans that foster exploration, critical thinking, and align with educational standards.
- **Collaboration and Communication:**
  - Work with co-teachers to provide consistent care and effective learning experiences.
  - Maintain open communication with parents, sharing progress and fostering engagement in their child's education.
- **Attend relevant meetings and professional development workshops/trainings.**
- **Perform other related duties as assigned by the Kids Town Director and Supervisor.**

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

- An AA degree in Child Development, Early Childhood Education, or a related field is highly desired **-OR-** 12 units of Early Childhood Education required.
- At least 6 months- 1 year of experience in a family child care program or licensed childcare environment with children 0-5
- Hold a valid Child Development Assistant Teacher permit from the State of California Commission on Teacher Credentialing - **OR-** acquire one within one year of employment with KYCC.
- 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 (Korean/English or Spanish/English).**
- 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.

**NOTE**: The selected candidate will be required to complete a health screening, 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