



Assistant Teacher

Child Development Center

Position Summary

The Occidental College Child Development Center serves children 2-5 years of age. It is a developmentally-appropriate, play-based, child-centered, full-day program. The Assistant Teacher reports to the Director. This assisting role includes working with Lead Teachers to plan and implement an educational program that meets the developmental needs of the whole child, delivered through a developmentally-appropriate, play-based, emergent curriculum. The Assistant Teacher must have the ability to work effectively and collaboratively in a team of early childhood educators, as well as establish and maintain respectful partnerships with parents. This is a part-time, casual position, not eligible for benefits. The hours for this position are: M/W 9:30 – 2:30, T/Th 9:30 – 2:00, F 9:15 – 2:30. The position will be available as of November 28, 2022. APPLICANTS FOR THIS ROLE MUST MEET THE MINIMUM REQUIREMENTS (see below).

Summary of Duties and Responsibilities

The Assistant Teacher's Duties and Responsibilities will include the following:

- In collaboration with Lead Teachers, contributes to the planning and implementation of an educational program that meets the developmental needs of the whole child – social, emotional, cognitive, physical, language and creative development.
- In collaboration with Lead Teachers, helps to plan and implement a developmentally-appropriate, hands-on, play-based, emergent curriculum, inspired by children's interests and needs. Has the ability to adapt the curriculum and expectations, based on children's individual needs.
- Helps to create a safe, respectful, enjoyable, community-oriented classroom environment and school community.
- Able to form close, nurturing relationships with children and get to know each child on a deep level.
- Forms collaborative and mutually respectful relationships with parents. Communicates appropriately with parents and facilitates open communication.
- Briefly documents observations of children's growth in social, emotional, cognitive, physical, and language development (through written notes, photos, use of Learning Genie Portfolio App) and shares observations with Lead Teachers, to assist them in their ongoing assessment of children's development and learning.
- Provides constant supervision of children throughout the day. Meets the physical and emotional needs of children; ensures children's safety and well-being; moves with children, as they change location
- Is responsive to Lead/Mentor Teachers, taking in and following through on requests and directions in a cooperative manner.
- Is flexible in meeting the Center's needs; shares responsibility for the completion of general classroom duties, as well Center-wide jobs; assists teachers and children in other groups, as needed
- Assists in the arrival and departure of children
- Assumes Lead Teacher duties, as needed.

- Follows through on assigned and self-initiated tasks
- Is familiar with the Center’s philosophy and policies and acts in accordance with them
- Is familiar with routine paperwork (accident/incident reports, sign-in/out, emergency contact, medication administration, etc.)
- Completes accident/incident forms, as needed
- May have responsibility for administration of medication, in the Lead Teachers’ absence.
- Contributes to keeping the Center clean and safe.
- Helps children with toileting/diapering, as needed.
- As needed, provides supportive assistance to substitutes, volunteers, new staff, and student workers
- Position requires ongoing professional growth and education – through In-service Professional Development, workshops/seminars, and taking additional ECE/CD courses. Sets regular, job-related goals to further professional development, in collaboration with Lead/Mentor teachers and Director.

Qualifications

Essential Qualifications:

APPLICANTS NEED NOT APPLY UNLESS THEY MEET THE MINIMUM QUALIFICATIONS

- Has obtained, or is eligible for, the “Associate Teacher” level Child Development Permit:
 - 12 SEMESTER UNITS IN CHILD DEVELOPMENT, INCLUDING THE CORE COURSES OF Child Growth & Development, Child, Family & Community, and Curriculum.
 - At least, 1 year of experience working with young children, preferably in an early childhood classroom, in a play-based, developmentally-appropriate program.
 - OR
 - Child Development Associate Credential.
 - At least, 1 year of experience working with young children, preferably in an early childhood classroom, in a play-based, developmentally-appropriate program.
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- Must have a basic understanding of Child Development theories and current best practices in Early Childhood Education.
 - Must have good observational skills and understand appropriate assessment criteria for children ages two to five years of age.
 - Must have the ability to communicate clearly, effectively, and professionally, in English, in both oral and written communication.
 - Must have good interpersonal skills; the ability to interact and work effectively with children, parents, and co-workers.
 - Must be willing to assist in all Center activities, including covering other classrooms, as needed.
 - Displays general positive attitude and works constructively with others
 - Acts with professionalism and ethical conduct; refrains unprofessional behavior such as non-productive gossiping; maintains confidentiality
 - Is punctual, dependable, responsible
 - Maintains physically healthy condition, so as to have the ability to lift children weighing 45 pounds or more and to actively play with children; must be physically and mentally capable of performing the assigned tasks
 - Must have general knowledge of Title 22 Regulations.
 - Must show proof of completion of the online Mandated Reporter Training (maintain every 2 years).
 - Position requires a criminal record background check with both FBI and DOJ, health screening, TB test, current CPR/First Aid Certification (maintain every 2 years), yearly Pest Management Training.

Preferred Qualifications:

- 24 ECE/Child Development units or AA degree in Child Development or Early Childhood Education
- 2 or more years of teaching experience in a play-based early childhood class
- Experience using an emergent curriculum; experience with a Reggio Emilia-inspired, project-based, and/or STEM-focused approach
- Experience with documentation of children’s learning and development (e.g. DRDP) is a plus.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and put **“Assistant Teacher Resume”** in the subject heading.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.