



## Assistant Teacher

### *Child Development Center*

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#### **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 will report to the Director. This 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 casual position, not eligible for benefits. The position will be available as of February 1, 2022. **APPLICANTS FOR THIS ROLE MUST HAVE A MINIMUM OF 12 SEMESTER UNITS IN CHILD DEVELOPMENT, INCLUDING CORE COURSES.**

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#### **Summary of Duties and Responsibilities**

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

- In collaboration with Lead Teachers, contributing 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, helping to plan and implement a developmentally-appropriate, hands-on, play-based, emergent curriculum, inspired by children's interests. Ability to adapt the curriculum and expectations, based on children's individual needs.
- Helping to create a safe, respectful, enjoyable, community-oriented classroom environment and school community.
- Forming close relationships with children, getting to know each child on a deep level.
- Forming collaborative and mutually respectful relationships with parents. In collaboration with Lead Teachers, keeping parents informed of the any important information about their child.
- Documenting observations of children to assist Lead Teachers in their assessment of children's development and learning.
- Providing constant supervision of children throughout the day.
- Sharing responsibility for the completion of general classroom duties, as well Center-wide jobs.
- Helping children with toileting/diapering, as needed.
- Position requires ongoing professional growth and education – through In-service Professional Development, workshops/seminars, and taking additional ECE/CD courses.

#### **Qualifications**

Essential Qualifications:

- **APPLICANTS SHOULD NOT APPLY UNLESS THEY HAVE A MINIMUM OF 12 SEMESTER UNITS IN CHILD DEVELOPMENT, INCLUDING THE CORE COURSES OF Child Growth & Development, Child, Family & Community, and Curriculum.**

- Must have, at least, 1 year of teaching experience in early childhood classroom, in a play-based, developmentally-appropriate program.
- Must have a basic understanding of Child Development theories and current best practices in Early Childhood Education.
- Must have good skills in observation 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 be willing to assist in all Center activities, including covering other classrooms, as needed.
- Must be in good health and must be physically and mentally capable of performing the assigned tasks, including being able to lift and carry up to 50 pounds.
- CPR and First Aid training is required and must be up to date.
- Must have general knowledge of Title 22 Regulations.
- Must show proof of completion of the online Mandated Reporter Training.
- Position requires a criminal record background check with both FBI and DOJ.

Preferred Qualifications:

- 24 ECE/Child development units or AA degree in Child Development or Early Childhood Education preferred.
- 2-4 years teaching experience in an early childhood classroom preferred.
- Experience using an emergent curriculum preferred; experience with a Reggio Emilia-inspired, project-based, and/or STEM-focused approach preferred.
- 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 **“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. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

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](mailto: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.