Position Summary

The Occidental College Child Development Center serves children 2-5 years of age. It is a developmentally-appropriate, play-based, full-day program. The Afternoon Teacher will report to the Director. The Afternoon Teacher will work with classroom teachers to supervise children and facilitate play, during both outdoor and indoor play. The hours for this position will be Monday through Friday from 1:00 – 4:30 p.m.

Summary of Duties and Responsibilities

The Afternoon Teacher’s Duties and Responsibilities will include the following:

• Working with other teachers to ensuring the safety of children
• Providing supervision of children and supporting children during both outdoor and indoor play
• Collaborating with other teachers/aides to provide enriching play activities for children
• Helping children with toileting/diapering

Qualifications

Required:

• Minimum of 12 semester units in Child Development/ECE, with one course in General Child Growth & Development, one course in Child, Family & Community, one course Curriculum.
• At least, one year of experience in early childhood education in a school/classroom setting
• Good understanding of age-appropriate development and curriculum for children ages 2-5
• General knowledge of Title 22 Regulations
• An attitude that every child has strengths, competencies, and the ability to succeed
• Effective oral and written communication skills
• Willingness and ability to assist in all center activities

Preferred:

• AA (or higher) degree in Child Development or Early Childhood Education
• Understanding of appropriate assessment criteria for children 2-5 years of age
• Up-to-date CPR and First Aid training

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to: ldrew@oxy.edu and resumes@oxy.edu.

We will consider for employment all qualified Applicants, 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.