



## **Eastmont Community Center Job Description**

<b>Position:</b>	<b>Early Learning Master Teacher Infant and Toddler</b>
<b>Program:</b>	<b>Child Care</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Compensation:</b>	<b>\$27.00-\$32.00 depending on experience</b>
<b>Reports to:</b>	<b>Site Supervisor</b>

### **About Our Organization**

Founded in 1968, Eastmont Community Center serves families in East Los Angeles by partnering with local private-public agencies to provide access to programs and resources in social services, education, health, and overall wellness. Eastmont Community Center seeks to enhance the quality of life for all families in East Los Angeles.

### **General Purpose:**

The Early Learning Master Teacher, under supervision of the Early Learning Site Supervisor, plans, organizes and implements the organization's educational program for children enrolled.

### **Duties and Responsibilities:**

- Plan responsive classroom routines.
- To be responsible for the safety and physical being of all children.
- To develop lesson plans, routines and activities that respond to children's interest, spark curiosity and support development.
- Implement safe sleep practices and complete safe sleep logs.
- Plan for and implement responsive care and interactions.

- Ensure that diapering and feeding of infants are performed on demand (based on child's needs and schedules).
- To ensure that food preparation, feeding and toilet areas are cleaned after each use, the Diaper changing area should be cleaned with water and bleach solution after every change.
- To follow a regular schedule for cleaning walls, floors and rugs and have a schedule posted.
- To follow a regular schedule for cleaning bedding.
- To label all bottles, formulas, food jars with name and date daily.
- To make sure infant daily logs are filled out daily.
- To keep all children's records.
- Needs and services forms are in each child's form.
- To keep all infant teachers' records.
- To do daily routine health check when child arrives in the center.
- Assume Site Director responsibilities when director is not present.
- Other duties as assigned to meet program needs, requirements, and regulations

### **Education and/or Experience:**

- AA (or 60 units), which includes: 24 ECE/CD units, including the core courses, plus 6 administration units plus 2 adult supervision units. **(Child Development Site Supervisor Preferred)**
- 3 units must be in Infant/Toddler units
- 350 days (about 11 and a half months) of experience at 3+ hours per day within 4 years, including at least 100 days (about 3 and a half months) of supervising adults
- Must pass a background check
- TB test clearance to be renewed every two years.
- Current certification in Pediatric CPR/First Aid and Health and Safety (16 hours)
- Comply with immunization, background check standards and other required screenings as mandated by Human Resources
- Must hold a site supervisor permit

### **Qualifications**

- Ability to work well with people and a sensitivity to the needs of children and families.
- Computer skills and knowledge of Windows, Excel, and Word at an intermediate or advanced level.
- Ability to correctly and effectively communicate in written and oral English.
- A California Driver's License, daily use of an automobile, and automobile liability insurance
- Must pass background check
- **Bi literate in Spanish is required.**

### **Other Skills/Requirements:**

- Communicate effectively with staff, other team members and families.
- Establish and maintain cooperative working relationships with children and adults.
- Attend organizational meetings and trainings assigned.
- Understand and follow oral and written directions.

**Computer & Equipment Skills Required:**

- Working knowledge of Microsoft Applications including, but not limited to, MS Word, Excel, Publisher, PowerPoint, and Outlook
- Use standard office equipment.

**Other Functions and Responsibilities:**

- Actively participate with ideas and feedback during planning sessions geared towards the review and development of program plans.
- Participate in all program participant recruitment efforts and oversee enrollment occurs accurately and timely.
- Maintain an accurate inventory of program supplies and materials as well as submitting inventory details as requested.
- Purchase preapproved program supplies and materials as needed abiding by all set policies and procedures.
- Maintain ongoing communication with parents to obtain information to better serve families and maintain program quality. This includes but is not limited to the distribution of programmatic materials and event announcements.
- Encourage parents to attend and participate in workshops, meetings, and advisory committees.
- Actively link parents/families and support them in their interaction with outside services
- Facilitate workshops on early literacy strategies for parents as needed.
- Maintain accurate/detailed records, facilitate meetings, and document referrals. This includes but is not limited to attendance sheets and enrollment packets.
- Maintain confidential records for each family as assigned.
- Act as a role model for the communities/sites assigned, fostering professionalism and leadership qualities while always upholding CC mission and values in positive regard.
- Translate for non-English speaking parents; and assist parents with application for service as needed
- Maintain compliance with CC policies and procedures.
- Participate in trainings and meetings as requested; May be required to facilitate workshops.
- Nurture and build strong relationships with volunteers to develop good communication for accountability and long-term commitment to volunteering.
- Implement the safety plan at the site.
- Implement other human resource policies and procedures.
- Attend regularly scheduled meetings and other meetings and training courses as requested.

**Physical Demands:**

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function of this job. However, the employee must occasionally lift and/or move up to 30 pounds. Under special circumstances, this work may be conducted remotely.

**Work Environment:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

**Employee Acknowledgement Notice**

This job description is intended to provide an overview of the position's requirements. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties, or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Eastmont Community Center employment is strictly at-will.

I \_\_\_\_\_ have read, understand, and agree to perform the duties for the position of the Early Learning Master Teacher Infant and Toddler described above, to the best of my ability.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date