



Eastmont
Community
Center

Eastmont Community Center Job Description

Position:	Early Learning Associate Teacher (Floater)
Program:	Child Care
FLSA Status:	Non-Exempt
Compensation:	\$18.00
Supervised by:	Site Supervisor

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 Associate Teacher- Floater; under the direction of the Program Supervisor, will plan and implement a variety of activities to meet the educational needs of children 0-5 age.

Responsibilities:

- Provide a safe and loving environment for children across our various classrooms in collaboration and under the direction of co-teachers.
- Assist in planning, organizing and implementing the program for preschool-aged children in accordance with approved curriculum, applicable policies, and philosophy of Eastmont Community Center
- Supervise children in all activities, in the classroom, on the playground, during snack time, and on field trips.
- Assist to plan, prepare and implementing a variety of activities to meet the needs of preschool-aged children.
- Direct group activities with children
- Maintain a positive, nurturing environment, which respects culture and diversity.
- Participate with children and encourage their involvement in activities.
- Observe and redirect student behavior according to approved procedures.

- Set up and cleanup work areas and eating areas.
- Assist children with washing as needed; assist children with toileting, changing those who have experienced toileting accidents; assist students in developing self-help skills.
- Maintain a clean, safe, attractive and positive learning environment, which assists children in making a positive transition from home to preschool.
- Assist in Communicating with families, scheduling, and conducting bi-annual parent-teacher conferences, supporting families in their learning.
- Keep children's observations according to state regulations and completed DRDP assessment according to policy
- Communicate materials needs to program Manager.
- Maintain a caring, clean, safe, sanitary, and orderly classroom environment.
- Participate in meetings and in-service training programs as assigned.
- Perform related tasks as required.

Other Skills and Requirements:

- Communicate effectively with staff, other team members and families.
- Establish and maintain cooperative working relationships with children and adults.
- Attending organizational meetings and training 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.

Our Ideal Candidate:

- High school graduate or equivalent.
- Associate Teacher Permit is preferred. Completion of 12 units in Early Childhood Education or Child Development.
- Prior experience working with children ages 0-5years old is desirable.
- TB test clearance to be renewed every two years.
- Current certification in Pediatric CPR/First Aid
- Comply with immunization, background check standards and other required screenings as mandated by Human Resources
- **Bi-literate in Spanish is required.**

Physical Demands:

Reasonable accommodations 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 very 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 requirements of the position. 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. Employment at Eastmont Community Center is strictly on an at-will basis.

I _____ have read, understand, and agree to perform the duties for the position of Early Learning Associate Teacher (Floater) described above, to the best of my ability.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____