



**Eastmont**  
Community  
Center

## **Eastmont Community Center**

### **Job Description**

<b>Position:</b>	Early Learning Infant and Toddler Teacher
<b>Program:</b>	Child Care
<b>FLSA Status:</b>	Non-Exempt
<b>Compensation:</b>	\$ 24.00-\$27.00 depending on experience
<b>Supervised by:</b>	Master Teacher

### **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 Infant and Toddler Teacher under the direction of the Master Teacher, will plan and implement a variety of activities to meet the educational needs of children 0-3 age. Infant Toddler Teacher will provide planned opportunities for children in activities designed to promote social, physical, and cognitive growth and development. Responsible for planning individual and group activities that are designed to promote each child's individual strengths as a result of ongoing assessments and observations. Incorporates parent's goals for their child into the daily activities.

### **Duties 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.
- Maintain an accurate inventory of program supplies and materials and submit inventory details as requested.
- Maintain ongoing communication with parents to obtain information to better serve families and maintain program quality. This includes 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 as provided by ELP Leadership Staff.
- 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 Child Care policies and procedures.
- Participate in trainings and meetings as requested; May be required to facilitate workshops.
- Nurtures and builds strong relationships with volunteers to develop good communication for accountability and long-term commitment to volunteering.
- Implements the safety plan at the site.
- Implements other human resource policies and procedures.
- Attends regularly scheduled meetings and other meetings and training courses as requested.

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

- 24 units ECE/CD including core courses + 16 GE units, 12 units in the school-Age including core courses, 350 days (about 11 and a half months) 3+ hours per day within 4 years, BA or higher (does not have to be in ECE/CD) plus 3 units supervised field experience.in ECE/CD setting, may provide instruction and supervise all above (including Aide), 105 hours (about 4 and a half days) of professional growth
- 3 infant/ toddler units
- Current certification in Pediatric CPR/First Aid and Health and Safety (16 hours)

### **Qualifications**

- Must submit Tuberculosis (TB) clearance.
- Must provide vaccination records for Pertussis (Tdap), Measles (MMR) and Influenza (optional).
- Will be fingerprinted and must clear through DOJ and FBI.
- Hold a valid First Aid and CPR certificate.
- Computer skills and knowledge of Windows, Excel, and Word at an intermediate or advanced level.
- Ability to communicate in written and oral English correctly and effectively.
- Must possess own vehicle, valid California Driver's License and at minimum, general liability automobile insurance.
- Comply with immunization, background check standards and other required screenings as mandated by Human Resources
- Bi literate in Spanish is required.

**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 Infant and Toddler Teacher described above, to the best of my ability.

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Employee Signature

Date

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Supervisor Signature

Date