



Job Announcement – Teacher Assistant

General Summary:

Under the supervision of the Site Supervisor and Classroom Teacher, the Early Childhood Assistant is responsible for assisting in planning and implementing an educational program for children.

Essential Functions:

Within a teamwork environment, the essential functions of the job include the following responsibilities:

- **Ensuring that children entrusted under our care are properly supervised at all times.**
- Create and maintain a safe and healthy setting that fosters children's social, emotional, intellectual and physical development and that respects their dignity and their contributions.
- Assist with maintaining daily and long-term records on the children.
- Assist Teacher's with completing children's assessments and parent conferences.
- Attend and participate in meetings and in-service trainings.
- Assist in the recruitment and enrollment of children.
- Perform light housekeeping duties as needed.
- Must continue early childhood education by completing a minimum of two (2) ECE units per fiscal year.
- Compiles with child abuse reporting laws.
- Staff will be required to rotate schedules, and may be assigned to provide coverage at different sites based on the needs of the department.
- Perform other duties as assigned.

Job Requirements:

- **Must be available to work Monday through Friday from 6:30 AM-6:00 PM**
- Must be 18 years of age or older and high school diploma or equivalent preferred.
- Must have completed six (6) ECE/CD units.
- Must possess fluency in English to read, write and speak English, Bilingual Spanish skills a plus.
- Must provide proof of current immunizations (TB clearance, MMR, TDAP, and Influenza).
- Criminal Record Background Check Clearance is required prior to employment.
- Must complete and pass a health screening or provide proof of prior health screen within the past 12 months that contains all required information.
- First Aid and CPR Certification is required within the first 60 days of employment.
- Must provide copy of current state issued ID/driver's license or Permanent Resident Card.
- Must provide a copy of unofficial transcripts.
- Must have the ability to supervise the children's environment and have the ability to respond to practices or situations that endanger the health or safety of the children.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Performing physical activities that require the incumbent to stand or walk most of the time with bending, stooping, squatting, twisting and reaching.
- Activities often also require considerable use of arms and legs, such as in the physical handling of materials; including lifting of objects weighing up to 25 pounds.

Application Information:

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application found on our web site at www.iilosangeles.org

Send resume and application to:

Veronica Leon
International Institute of Los Angeles
3845 Selig Place
Los Angeles, CA 90031
(323) 224-3800
vleon@iilosangeles.org