



## Job Description – Teacher (Full Time and Part Time)

### General Summary:

This is a full time position under the supervision of the Site Supervisor. The Teacher will be responsible for the supervision and instruction of preschool children in the classroom. This position also includes teaching duties and supervision of the Teacher Assistants.

### 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 safe and healthy settings that foster children’s social, emotional, intellectual, and physical development and that respect their dignity and their contributions.
- Act as a role model for communication, literacy, and conflict resolution and help each child develop sense of awareness and self-esteem, and to accept and express his/her feelings.
- Compiles with child abuse reporting laws.
- Conduct daily inspections of the childcare center and remove any hazardous materials or debris. Supervising the children to ensure their health and safety and compliance of all safety practices and policies.
- Participate in team planning, and implementing a developmentally appropriate approach using the High/Scope Curriculum.
- Complete weekly and, as needed, ongoing anecdotal, children’s assessments and conduct two (2) parent conferences per year.
- Maintain and update all required forms and documentation. Submit completed paperwork in a legible, accurate and timely manner.
- Supervise and evaluate the Early Childhood Assistant and volunteers.
- Participate in the recruitment and enrollment of the children as needed.
- Attend and participate in mandatory meetings and in-service training.
- Perform light housekeeping duties and tasks.
- Participate in special events, including fund-raisers, field trips, parent meetings, etc.
- Must continue early childhood education by completing a minimum of two (2) ECE units per fiscal year.
- 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 that may be required as assigned.

### Job Requirements:

- **Must be available to work Monday through Friday from 6:30 AM-6:00 PM.**
- Must possess a Child Development Teacher or Associate Teacher Permit and have a minimum of one (1) year experience in early childhood education and/or childcare programs for young children.
- 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.
- Must provide a copy of current CPR and First Aid certification, Completion of a 15 hour Safety and Health Certification and unofficial transcripts.
- Must complete and pass a health screening or provide proof of prior health screen within the past 12 months that contains all required information.
- Must provide copy of current state issued ID/driver's license or Permanent Resident Card.
- Must possess fluency in English to read, write and speak English. Bilingual Spanish skills a plus.
- 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.

## Salary Range:

The salary range for Teachers is between \$15.00-\$18.00/hour DOE.

## Benefits Package:

We offer an excellent benefit package for our full time employees, which includes 100% employer paid Medical Insurance, Dental Insurance, Employee Assistance Program, Basic Life Insurance and AD&D. We also offer a selection of benefits you may choose including Vision, Voluntary Life, Short-Term Disability, and Long-Term Disability. We have a generous PTO program, 10 Paid Holidays and a 401 (k) plan with Safe Harbor Match.

For our part time employees we offer a generous Paid Time Off (PTO) program, 10 Paid Holidays and a 401 (k) plan with Safe Harbor Match.

## Physical Demands:

The physical demands described below are representative of those that are required to successfully perform the essential functions of the Teacher position:

- 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. **IILA will not accept resumes in lieu of an employment application.**

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