



## Job Announcement – Teacher Assistant (Full Time)

### General Summary:

This is a full time position under the supervision of the Site Supervisor and Classroom Teacher. The Teacher 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 selected employee must be able to meet the following physical demands:

- 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.
- Ability to work in an environment with constant noise and flexibility to respond quickly to frequent movements.
- Abilities required by the job include near and distance vision, talking and hearing.

## **Salary Range:**

The starting salary for the Teacher Assistant is \$14.75/hour.

## **Benefits Package:**

We offer an excellent benefit package, which includes Medical, Dental, Vision, Basic Life and AD&D, Voluntary Life, Accident and Critical Illness insurance options along with a generous Paid Time Off program, 10 Paid Holidays and a 401 (k) retirement plan with a generous Safe Harbor Match and an annual profit sharing contribution (vesting applies). We also work a standard 37.50-hour workweek.

## **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](http://www.iilosangeles.org)

Send resume and application to:

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