

JOB DESCRIPTION

Position: Teacher

Status: Full-time, Non-Exempt

Organizational Background

Proyecto Pastoral was founded in 1986 to empower the Boyle Heights community through grassroots projects in education, leadership, and service. Proyecto is a highly effective community-based organization that focuses on building residents' leadership to create change in their community. Our initiatives include: Guadalupe Homeless Project, an emergency shelter and clothing distribution center for recently immigrated men and senior aged women; IMPACTO, a multi-faceted youth development program; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for Kindergarten; and Comunidad en Movimiento, focused on civic engagement and leadership development. Proyecto Pastoral is the backbone organization for Promesa Boyle Heights, a cradle to college/career initiative. Proyecto Pastoral serves nearly 6,000 children, youth and families.

Job Summary:

Proyecto is seeking a dynamic teacher to facilitate activities for young children that promote social, emotional, physical, and cognitive growth in an early childhood development center setting. Under the supervision of the site supervisor, the teacher will plan individual and group activities to stimulate learning based on children's developmental needs (toddler or pre-school). The teacher will also engage parents as partners, communicate with and support parents in understanding their child's development.

Responsibilities:

Classroom, Teaching & Lesson Planning

- Plans and facilitates culturally relevant, daily learning activities for children based on their interests and in alignment with emergent curriculum to support school readiness in all learning domains
 - Plans and implements activities, with teacher assistants, to meet the physical needs of all children including those with different abilities (ie. small-and large motor development, coordination, sensory, etc.).
 - Adapts the program and activities to meet the individual needs of children including various physical, speech, cognitive abilities, cultural backgrounds, linguistic groups, etc.
 - Plans activities and challenging experiences that stimulate curiosity, encourage questioning, and problem solving.
 - Develops children's communicative skills, both verbal and non-verbal, and including the children's dominant language.
 - Uses materials and equipment that stimulates development in the children.
 - Provides opportunities for children to enhance their creative abilities, explore and experiment with a variety of media not only through art, music and dramatic activities, but also in all aspects of the program.
 - Helps each child develop a sense of awareness and self-esteem; to express his/her feelings and accept those feelings; and to develop pride as an individual and a member of a cultural/ethnic group.
 - Helps the child develop a sense of independence and provides opportunities for child to assume responsibility both within the group and for himself/herself.
 - Supports the development of social skills
 - Organizes and implements a positive and comfortable routine within the room by establishing realistic limits for the children, by the effective use of time, by providing for active and quiet activities, and by planning for smooth transitions.
- Recognizes and reports accidents, illnesses, and suspected child abuse to site supervisor.

- Ensures the safety and wellbeing of children by following health and safety checklists and guidelines, full supervision of children, and plans for indoor and outdoor activities.
- Ensures a positive, healthy and safe classroom environment both indoor and outdoor. This may include light cleaning and moving of classroom furniture as needed.
- Writes and maintains proper records on child observations in order to complete a complete and accurate child assessment (DRDP). Including ASQ assessments.
- Designs an individual development plan (IDP) for each child in collaboration with the parent, identifying learning goals and activities for home and school that will support development, and achievement of goal.

Parent Engagement & Communication

- Builds relationships with parents, and shares information and resources to support parents and families.
- Promotes parent leadership and participation by providing opportunities for parents to share their skills and talents in the classroom, sharing opportunities for parents to get involved with Proyecto Pastoral and in broader community.
- Communicates verbally and in writing, with both the parents and the children in their language to extent possible.
- Facilitates and leads parent education meetings, including orientations, child development, curriculum and parenting strategies.
- Conducts staff-parent conferences and home visits to each family with an enrolled child each program year; per requirements (typically 2-4 PT/C per year).

Leadership & Administrative

- Provides leadership for the team of Assistant Teacher and classroom volunteers.
- Helps teacher assistants increase their skills and ability through modeling of effective teaching strategies.
- Attends all required in-service training, and orientations, workshops, seminars, etc.
- Participates in leading team teaching meetings to reflect on the day and plan for the following day/ week.
- Follows Proyecto Pastoral policy and procedures
- Records pertinent information about children in the group and maintains them under proper security.
- Submits all required reports and administrative forms accurately, completely and timely, including enrollment and attendance information.
- Active participant in recruiting, assisting parents who walk in for enrollment info and/or participates in formal recruitment activities as assigned.
- Attends trainings and meetings, as scheduled and/or assigned.
- Performs special projects and/or other related duties as assigned.

Education: Licenses/Permits/Certifications:

Teacher 1

- Associate Degree
 - CTC Teacher Permit

Teacher 2

- Associate degree and experience
 - CTC Teacher Permit

Teacher 3

- Associate degree, Bachelor's degree preferred in early childhood education, child development, or related field.
 - CTC Child Development Teacher permit or higher (Master Teacher Permit and above preferred).

Experience, Knowledge and Skills:

- At least 2-3 years' experience in a classroom setting or combination of Three years' experience in both classroom and group settings with young children.
- Experience advancing the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy, phonemic, and print awareness, understanding and use of language and increasingly complex and varied vocabulary, appreciation of books, understanding of early math and science, problem-solving skills, and approaches to learning;
- Ability to establish and maintain healthy learning environment, and to support the social and emotional development of children
- Experience fostering family engagement and supporting relationships between children and their families.
- Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation;
- Uses highly effective teaching practices that support children's development towards School Readiness;
- Can articulate knowledge of CLASS/ ITTERS/ ECERS and QSLA and uses strategies with children that align to CLASS/ ITTERS/ ECERS and QSLA
- Able to demonstrate competency in role as Teacher;
- Shows ongoing progress on professional development goals set on annual evaluation; and
- Actively participates in Professional Development, including coaching, participation results in growth and increased use of effective teaching practices.

Requirements:

Prior to hire, the following must be assured:

- Clear criminal record with the Department of Justice following a fingerprint screening;
- Proof of the absence of Tuberculosis, from a physician, to show that the prospective employee is cleared to work with children and families;
- Submission of appropriate teacher permits or other degrees.

Physical Demand:

The physical demands described here are those that minimally must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job the employee is frequently to reach with arms and hands; stoop, kneel or crouch. The employee must be able to lift up to 35 pounds.

Proyecto Pastoral is an equal opportunity employer. Women and minorities are encouraged to apply.

Benefits include health, dental, vision, vacation, sick days, holidays, and 401k plan.

TO APPLY: Please email a **cover letter** and resume to hr@proyectopastoral.org with 'ECE Teacher' in the subject line.