



## **JOB ANNOUNCEMENT**

### **Assistant Teacher**

#### **Required Education and Experience:**

- 6 semester units in ECE OR an ROP Certificate
- Child Development Assistant Teacher Permit (optional)
- Fingerprint, Child Abuse Index, TB and Health Clearances.
- First Aid and Pediatric CPR

#### **Required Knowledge and Abilities:**

- Knowledge of child development principles and young children.
- Knowledge of developmentally appropriate curriculum planning
- Ability to establish and maintain effective working relationships with children, parents and staff.
- Ability to communicate effectively in both verbal and written communications. Bilingual (English/Spanish) abilities are a plus.
- Ability to be flexible

#### **Responsible for:**

- Providing primary care and safety for children
- Implementing appropriate activities for children each day
- Participating in the observation and evaluation of each child's progress and complete developmental assessments, as required
- Conducting biannual parent conferences for each child in primary group
- Working cooperatively with staff members, CDCLA administration and parents
- Maintaining written record of lesson plans
- Actively participating in all trainings and staff meetings
- Other responsibilities as assigned

#### **Compensation:**

Commensurate with education and experience. Full-time, permanent, non-exempt position. Benefit package includes paid holidays, vacation and sick days.

#### **Selection Process:**

Please visit our website <http://www.cdcla.org> or contact Human Resources at 213-244-1240 x21 for an application. Required documents include CDCLA application, resume, and copy of transcripts.

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Email: [info@cdcla.org](mailto:info@cdcla.org)  
<http://www.cdcla.org>

***Making a difference in  
the lives of children and  
their families***