

## Plaza Child Development Program

### ASSOCIATE TEACHER

**STATUS:** Full-time

**SALARY:** DOE

**REPORTS TO:** Teacher

**DUTIES:**

- Assists in the planning of individual and group activities to stimulate learning according to the child's development level
- Facilitates children to participate in activities designed to promote their physical, intellectual, emotional and social growth and development
- To provide a physical environment and a variety of activities which will help in their total growth and development in a manner appropriate to their development level
- To inspect facilities for hazardous conditions and unsafe equipment and materials and remove all debris and hazardous and unsafe equipment and materials.
- To establish safety rules that are understandable and practical by the children and adults
- To select and use materials and equipment that stimulate the children
- To provide a well-maintained and well-arranged room environment. Each staff person prepares, facilities and assists with clean up
- To know each child's needs and plan activities according to those needs
- To provide activities and challenging experiences that stimulate curiosity, encourage questioning, problem solving skills and motivate the children to learn
- To provide opportunities for children to exercise their creative abilities
- Assist the teacher with the children assessments, observation and children portfolios.
- May perform other duties as assigned by supervisor including substitute for the teacher during his/her absence, lunch and breaks.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability To plan and conduct class activities that encourage good health habits appropriate to the child.
- Ability To provides a learning environment that reflects the cultural and ethic backgrounds of the children and meets State and local licensing requirements.

**QUALIFICATIONS:**

- 12 units ECE/CD
- Associate Teacher Permit
- 50 days of 3+ hours per day within 2 years

**Special Requirements**

- TB clearance, to be renewed every two years.

# Plaza Community Services

Serving the people of Los Angeles since 1905

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### **Physical Requirements:**

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

### **Childcare employees must be able to perform the following essential functions:**

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the child development center or on the playground.
- Lift 30 pounds from the floor to a waist-high table when necessary.
- Be aware of the cognitive, social and physical needs of children.
- Communicate verbally and writing in English to the degree that child, parents and other staff members are able to understand and respond.
- Handle the responsibilities and routine stress often associated with providing childcare services.