



# Chinatown Service Center

## Job Announcements

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** Office Assistant/Associate Teacher

**Salary Range:** DOE

**Open Date:**

**Closing Date:**

\*\*\*\* Or when sufficient applications have been received.

### **Summary of Duties:**

Under general supervision of the Program Director, the Office Assistant/Associate Teacher will create and maintain a professional office environment that will promote efficiency and support the daily operations for all services offered through the Child Development Center., and coordinates with the Head Teacher in assisting with supervision of children and implementing the Child Development Center curriculum during morning sessions.

### **Example of Duties:**

1. Performs all supportive and clerical tasks related to enrollment in the Child Care Centers
2. Input family's data into database.
3. Oversee and ensure proper maintenance of all Children Center files (electronic and paper).
4. Assist with the completion of reports.
5. Maintain enrolment packets including availability, copying, distribution and filing.
6. Ensure enrollment, and recertification is timely and in compliance with CDE regulations.
7. Facilitate the processing of tuition fees.
8. Acts as morning assistant teacher for preschool class.
9. Assist Director with research related to Center operations, programming, compliance, and other activities. This includes covering in the classroom in the mornings on an ongoing basis.
10. Perform other duties consistent with the functions required of staff of a children's' center and as assigned.

### **Qualifications:**

- 24 units in child development and A Master Teacher or higher Child Development Permit
- Minimum three years (3) preschool program experience.
- Knowledge of the principles and practices pertaining to Title 5 & 22, Food Program, and LA CEL.
- Typing and computer skills desired, 45 WPM
- Proficient in a Windows PC environment.
- Completed background investigation (including fingerprinting and criminal screening)
- First Aid and CPR certification. It is to be updated as required
- Health Requirements:
  - A completed physical examination
  - A verification of T.B. clearance at time of employment (issued within 6 months prior to employment).
- Excellent communication and written skills. Preferred bilingual (English & Spanish)
- Punctual and dependable attendance.
- Ability in planning, analyzing and coordinating activities and establishing priorities
- Knowledge of Skill in problem solving and decision-making.

**Please forward your resume accompanied by a cover letter to**

Amy Atondo, Interim HR Manager  
767 N. Hill St., Suite 400, Los Angeles, CA 90012

**Fax:** (213) 680-0787

HumanResource@cscla.org

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**