



Center for Community & Family Services, Inc.



## CAREER OPPORTUNITIES

*Our goal is to include a variety of human services to low income families in the areas of Child Development, Nutrition, Emergency Food Assistance, Mental Health, Job Training and Placement, Family Services, Health and Housing.*

### Early Head Start Classroom Aide

The Early Head Start Classroom Aide assists teachers in providing for the care and education of infants and toddlers in Early Head Start classrooms; works under the direct supervision of classroom teacher; reports to Early Head Start Supervisor and Early Head Start Director.

The EHS Classroom Aide:

- Assists teachers in planning and carrying out curriculum, indoor and out-door activities and daily care routines including diapering/toileting, feeding/eating and napping;
- Assists teacher in setting up and maintaining the indoor and outdoor environments for safety and developmental appropriateness;
- Engages individual children or groups of children by following their lead or as assigned to promote individual exploration and learning

Responsibilities and duties are not limited to these

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities is qualifying. An example of this would be a high school diploma or equivalent, and a minimum of 6 units in Early Childhood Education or a related field. Must have Infant and/or Pediatric CPR and First Aid certificate, which employee is responsible to maintain for the duration of their employment with CCFS.

*Resumes will be accepted with a completed application ONLY. To receive an application please call the numbers listed below or you may download an application from our website. If you do download an application, please mail in the hardcopy to the address below.*

***NOTE: CPR/First Aid Certification and Official Transcripts must be made available upon interview, where applicable  
Request Applications:***

**CENTER FOR COMMUNITY & FAMILY SERVICES, INC.  
Job Hotline-Pasadena: (626) 583-1787**

2650 E. Foothill Blvd.  
Pasadena, CA 91107  
Attention: Human Resources

Website [www.ccafs.org](http://www.ccafs.org)  
Open until filled. AA/EOE/ADA



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### Teacher III and IV

#### **JOB SUMMARY:**

The Teacher III and IV provide early childhood education that is geared toward the overall goal of social competence, which is age and developmentally appropriate. He/she provides for the children's social, intellectual, physical, and emotional development and interacts closely with parents in all of the children's activities.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Helps children to develop verbal and non-verbal communication skills, including the ability to communicate in and further the child's familiarity with his/her dominant language.
- Designs and plans the daily classroom program; coordinate schedule with the Assistant Teacher and develops individual education plans for each child; supervises and evaluates the Assistant Teacher; conducts parent-teacher conferences.
- Provides opportunities for children to use their creative abilities, and to explore and experiment with a variety of media through art, music, drama in all aspects of the program; helps each child develop a sense of awareness and self-esteem; and to help each child to accept and express his/her feelings.
- Maintains a vibrant, well-arranged and orderly classroom; develops a plan to ensure the safety of the children while they are using indoor and outdoor facilities.
- Inspects facilities for hazardous conditions, unsafe equipment and materials; follows an emergency exit plan; and conducts monthly emergency exit drills.
- Plans and implements activities to meet the physical needs of the children, including children that are handicapped by physical and/or mental impairment.
- Involves parents in participating in educational activities and developing lesson plans to enhance their role as the principal influence on the child's education and development.
- Communicates with the staff and parents verbally and in writing; plans and participates in parent education programs, including orientation, child development, curriculum, and parent meeting/workshops; works in a bilingual, multi-cultural setting.

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### Early Head Start Home Educator

#### **JOB SUMMARY:**

Responsible for planning, documenting and providing or coordinating Early Head Start services in the home setting through weekly home visits and group socialization experiences for ten to twelve families with infants and toddlers. The EHS Home Educator partners with the family to support the parent as the child's first teacher and to support the development and attainment of individual family goals. Comprehensive services are provided directly by the Home Educator or in coordination with agency Specialists or community resources. The EHS Home Educator works as a part of the Early Head Start team and the Head Start / Early Head Start program to recruit, enroll and provide services of the highest quality to meet the varying needs of a diverse population of low income families with infants and toddlers as designated in the Head Start Performance Standards.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### ***Program Design and Management***

- Maintain files including narrative records on each family and child, including anecdotal records, and documentation of home visits which address comprehensive services.
- Develop individual plans and works with families and children on a scheduled one-to-one weekly basis for at least 1 ½ hours, can be scheduled for daytime, evening or weekend hours.
- Work with families to plan and facilitate group family socialization experiences at least two times per month.
- Participate in all appropriate EHS/HS staff trainings and meetings.
- Responsible for the monthly records of the 10 to 12 families served.
- Participate in the recruitment and enrollment of families as necessary.

#### **QUALIFICATIONS:**

- Must have AA or BA in Social Work, Early Childhood Education, Human Services or related field.
- Knowledge or experience in Human Development, Infant Toddler Development, Early Childhood Education, preferred. A minimum of one year experience, paid or volunteer, with infants / toddlers and their families desirable.-Experience, paid or volunteer, working with low-income families in a community organization or social service agency.-Knowledge of community needs and available service resources.
- Must be willing to work with children and adults of varying abilities.

Using own transportation, must be able to travel to different locations to make scheduled home visits which meet the client families availability

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### **Early Head Start Site Director**

Under the direction of the Program Services Administrator, the EHS Site Director is responsible for program planning and coordination, personnel supervision and evaluation, interpretation of Federal and State regulations and policies for the Early Head Start Program site staff and parents, facility management and other directly related activities. This position provides managerial and supervisory support for the site; provides leadership for the education and support services staff in the implementation of the goals and objectives of the Early Head Start Program. The position responsibilities include general observation and supervision of staff, support in the operation of the Early Head Start CCFS and partner child care sites, parent and community involvement, and compliance assurance within the framework of Early Head Start and Agency guidelines. The EHS Site Director is the line supervisor for the Teachers, Family Services Associate, Home Educators, Classroom Volunteers, and Support Service Staff at the site(s) he/she is responsible for. The position may occasionally involve evening and weekend work.

Any combination of education, training and experience that provides the required knowledge, skills and abilities is qualifying. An example of this would be a four year Bachelor's Degree with a major in Early Childhood Education, Child Development, or related field and a Child Development Site Supervisor Permit. Must possess a Bachelor's or Master's Degree with a major in Early Childhood Education, Child Development, or related field and Child Development Site Supervisor Permit. Bilingual capabilities in English and Spanish preferred. Minimum of 3 units in Infant Toddler Development. Three (3) years direct experience with young children zero to three years of age. A minimum of two years administrative experience in a child development program is required. Strong supervisory, leadership and communication skills; experience in conflict resolution; previous Human Resources experience helpful.

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