



## **Job Posting**

**Job title:** Associate Child Development Teacher (Temporary)

**Location:** Rincon, CA

**Application Deadline:** Open until filled (*Review of applications will begin immediately*)

**Compensation:** Minimum of \$15/hour. DOE

**Status:** Part Time/Temporary (25 hours/wk-5 hrs/day) Schedule will vary between AM shift (7am-12pm) and PM shift (12:30pm-5:30pm)

## **Job Summary**

The Associate Teacher provides preschool instruction, supervision, and monitoring children from ages two to five. The Center is located on the Rincon Indian Reservation and serves both Native and non-Native low-income families.

## **Essential Functions**

- Conduct developmental screening and ongoing assessments using the DRDP State process to determine motor, language, social, cognitive, perceptual and emotional skills.
- Assist with classroom schedule and room arrangements, consistent with ECERS (Early Childhood Environment Rating Scale®).
- Submit weekly written developmental lesson plans according to children's needs and developmental stage; addressing all areas of literacy, learning and hands on experiences, both individually and as a group.
- Assist children individually or in small groups in order to help them to master assignments and to reinforce learning concepts presented by teachers.
- Supervise children in the classroom, during meal time, on the playground, or on field trips.
- Enforce administration policies and procedures to governing children.
- Observe children's performance and record relevant data to assess progress for the DRDP's.
- Discuss assigned duties with other teachers in order to collaborate instructional efforts.
- Instruct and monitor children in the use and care of equipment and materials in order to prevent injuries,

maintain safety, and avoid damage.

- Organize and label materials, and display children's work in a manner appropriate for their eye level and perceptual skills.
- Maintain strict confidentiality of all facts of programs and family records.
- Provide children with a sense of security, love, trust, self-confidence, self-esteem and positive attitudes.
- Must be able to carry out the mission, vision, values and philosophy of the Center.
- Tend to children's personal hygiene needs and toileting according to health and safety standards. Responsible for securing health, hygiene, safety and overall well-being of children at all times.
- Participate in staff, parent/teacher conferences and trainings.
- Assist with family-style food service during meal time.
- Maintain positive relationships with the children and their families.
- Perform daily simple housecleaning duties in each classroom.
- Greet all participants and guests warmly and enthusiastically.
- May perform other duties as assigned by supervisor.

### **Job Requirements and Qualifications**

*Education:* High School Diploma or GED. Must have Associate Teacher permit (12 units of ECE or CD including core courses).

*Certificates & Licenses:* Valid California Driver's License with driving record acceptable to SCTCA's insurance. Must have a current child and adult CPR and first aid card/certificate, as well as a valid Food Handler's Card.

*Knowledge Requirements:* Ability to communicate verbally and in writing in a clear and understandable manner. Experience with documentation and forms typically used in a pre-school or child care facility. Ability to work cooperatively in a team environment in order to provide the best possible service. Proven ability to work with people from diverse cultural, ethnic, and socio-economic backgrounds. Knowledge of Indian history, culture and politics a plus.

*Experience:* Minimum two years' experience working in an early childhood setting.

*Physical:* Able to lift up to 35 pounds and be comfortable getting up and down repeatedly from the floor to do activities with the children.

*Conditions of Employment:* Candidates are required to successfully complete required background check, including Live Scan and drug screening. Must also have TB shot, as well as a current physical evaluation from your doctor as required by State Licensing, and any other documents that licensing requires.

### **Other Information**

In addition to the essential duties listed above, the Associate Teacher is expected to:

- Communicate regularly with supervisor about department issues.
- Demonstrate efficient time management and prioritizes workload daily.
- Consistently report to work on time, prepared to perform the duties of the position.

### **About Our Company**

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 19 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

### **How to Apply**

**Preferred method: Apply online at <http://sctca.applicantpro.com/>**

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office\*, located at 36146 Pala Temecula Rd. Bldg H. Pala, CA 92059. \*Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at [www.sctca.net](http://www.sctca.net), under the "About SCTCA" link.

**SCTCA IS AN "AT-WILL" EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE**

**To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.**