Job Posting

Job title: Child Development Teacher

Location: Valley Center, CA *(Rincon Community Child Development Center)*

Application Deadline: Open until filled *(Early applications encouraged)*

Compensation: Minimum of $19.50/hour. DOE

Benefits: *Paid Holidays *Rich Medical, Dental & Vision *Generous Vacation & Sick *401(k) Match*

Status: Full Time/Regular position

WE ARE AN ORGANIZATION THAT VALUES IN-PERSON COLLABORATION AND INTERACTION, SO WE DO NOT OFFER ANY REMOTE POSITIONS.

Job Summary

The Teacher works with all aspects necessary for providing preschool instruction, supervision, and monitoring children from age two to five. The Center is located on the Rincon Indian Reservation and serves both Native and non-Native low-income families.

Essential Functions

1. Teach and assist children individually or in small groups in order to help master assignments and to reinforce learning concepts utilizing classroom learning centers.

2. Maintain strict confidentiality of all facts of programs and family records, documentation and personal information

3. Supervise children in the classroom, during meal times, playground, or on field trips, and supervise classroom associate teacher or instructional assistant.

4. Enforce administration policies and procedures governing children, and carry out RCCDC center philosophy and educational standards.

5. Observe children's performance and record relevant data to assess progress using State of California

DRDP paperwork and developmental learning scale.

6. Coordinates instructional efforts with either an Associate Teacher or Instructional Assistant.

7. Instruct and monitor children in the use and care of equipment and materials in order to prevent injuries, maintain safety, and avoid damage.

8. Organize and label materials and display children's work in a manner appropriate for their eye level and perceptual skills, and relevant to the classroom environment.

9. Assist in maintaining daily records with regards to attendance, health, and nutrition.

10. Perform housekeeping tasks in order to maintain a safe, clean, orderly, and attractive learning environment, and maintain classroom supplies, materials, and equipment.

Job Requirements and Qualifications

Education: High School Diploma or GED. AA degree preferred. 24 semester units of child development coursework which include the 12 core units within the last four years: child/human growth and development, child/family/community or child and family relations, safety and nutrition and programs/curriculum.

Certificates & Licenses: Possess a current Child Development Permit at the Teacher or Master Teacher level. Must have a current CPR and First Aid card. Valid California Driver's License with driving record acceptable to SCTCA's insurance.

Knowledge Requirements: Ability to communicate verbally and in writing in a clear and understandable manner, and keep accurate documentation for the children's portfolios utilizing California State DRDP paperwork processes. Familiar with the ECERS and CLASS tools. Ability to work cooperatively in a team environment as a team player in order to provide the best possible service and meet the needs of the children enrolled. Proven ability to work with people from diverse cultural, ethnic, and socio-economic backgrounds. Possess positive communication and interpersonal conflict resolution skills. Knowledge of Indian history, culture and politics a plus.

Experience: Previous experience working with children in a pre-school or child development center as a lead teacher, responsible for lesson planning, classroom management and working with assistants. Experience on how to complete ECE documentation on a daily basis. Experience scoring DRDP's. Experience with parent conferences and parent interactions.

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

Conditions of Employment: TB test, Live Scan clearance and current physical evaluation from a doctor as required by State licensing. Candidates are required to successfully complete required background check and drug screening.

Other Information

In addition to the essential duties listed above the Child Development 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 25 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 11475 Nejo 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, under the "Careers" link.

Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.

2. If you are not selected, you will receive a denial email.

Note: These emails could possibly go to the spam folder, so please check there as well.

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.