



## Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **Early Care & Learning** Division! Go to our job board to apply: [job board](#)

## The Teacher Designee job at a glance

### General Summary

Under the general supervision, the Teacher Designee provides classroom instruction to enrolled children utilizing activities designed to stimulate learning in all educational areas for children birth to 5 years old and encourages Family Engagement. The Teacher Designee develops individual goals for infant, toddler, and pre-school aged children, provides on-going assessments on progress and facilitates activities to prepare for kindergarten. The Teacher Designee guides and supervises subordinate teaching staff in accordance with policies, procedures, and philosophy of CCRC Early Care and Learning.

### Core Benefits!

- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
  - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
  - There are a variety of medical and dental plans offered.
  - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
  - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1<sup>st</sup> 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities for **learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

## The Details of the Job:

### Essential Duties And Responsibilities

Within the team structure, Teacher Designees provides quality preschool services for children enrolled in the Early Care and Learning program which include the following responsibilities:

#### Classroom Management (80%)

- Ensure the daily functions of the classroom are completed satisfactorily.
- Supervise, evaluate, mentor, and train assigned teaching staff on performance management in the policies and procedures of CCRC Early Care and Learning.

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- Participate in recruitment including prescreening and/or interviewing applicants for classroom positions to ensure candidates meet qualifications, making hiring recommendations per agency policies and with approval from policy council, and effectively communicating with Human Resources.
- Responsible for lesson plans, assessments, summaries, observations, Desired Result Developmental Profiles (DRDP-PS), Individualized Education Plans (IEPs) Individual Family Service Plans (IFSPs), Multi-Disciplinary Team Meetings (MDTM) notes, referrals, individual logs, participant's files, curriculum, end of the month paperwork, and center reports.
- Provide leadership by example and guidance to staff and volunteers, ensuring alignment with the vision and principles of CCRC and Early Care and Learning while maintaining professional standards.
- Provide professional guidance and instruction to enhance staff skills through systematic observation of participant's activities and experiences. Use assessment data to develop appropriate instructional plans for each student.
- Plan, develop, and implement appropriate services, ensuring daily operations of the classroom are successfully running from opening to closing. Organize, schedule, and plan for all classroom and center activities.
- Utilize and prepare the curriculum and supplemental materials to provide age-appropriate indoor / outdoor activities, including activities in the classroom to enhance the growth of children in all learning areas.
- Adapt the curriculum to address individual student requirements and learning objectives.
- Establish weekly goals that promote individual and group educational plans that support school readiness and facilitate transition into kindergarten.
- Partner with families to encourage experimentation, exploration, problem solving, cooperation, socialization, and ways interact with their children. Regularly communicate learning progress and resources to them.
- Provide and actively participate in all parent conferences, MDTM, home visits, IEP/IFSP processes and meetings, weekly planning meetings, and center staff meetings.
- Establish individual goals, communicate class progress, and provide educational strategies for parents to implement at school and in the home.
- Develop, maintain, and implement knowledge of age-appropriate practices, effective teaching strategies, Community Care Licensing, and all other applicable regulations.
- Ensure a clean and safe indoor and outdoor environment is maintained daily. Ensure that all learning materials and classroom equipment are sanitized including eating, diapering, and napping areas as needed.
- Develop and maintain well-defined lines of communication and professional boundaries with leadership, staff, and parents at all times.
- Ensure all children in your care are safe and treated with respect and adhere to all care and supervision policies and procedures.

### **Administrative Functions (20%)**

- Ensure reports required by the agency and the state are adequate and timely.
- Complete and submit weekly lesson plan goals for review and feedback prior to implementation.
- Collect observations for ongoing assessments to ensure participant outcomes are meeting agency benchmarks.
- Read, analyze, and interpret DRDP (2015) data to create child and center specific goals in a timely manner.
- Implement knowledge of age-appropriate practices, effective teaching strategies, federal and state regulations including licensing, DCFS, IEP/IFSP meetings, and teaching methods/practices. Assist with generating and tracking Non-Federal Match monthly.
- Ensure consistent adherence to Suspected Child Abuse reporting policies, procedures, and documentation by all center and regional staff. Communicate, escalate, and complete the Unusual Incident reports following policy.
- Maintain a system of confidentiality for all data, records, and information regarding families.
- Promptly report all issues, emergencies, and unusual incidents.

## Perform Additional Duties When Required:

- When the Center Director is not present at the center, the Teacher Designee will act as the contact and liaison for a Community Care Licensing (CCL) Analyst when they are on site for a complaint investigation, annual visit, or to issue a new license or a modification to the existing license.
- The Teacher Designee will be trained and authorized to access center, children, and staff documents from Child Plus requested by the CCL Analyst(s).

## Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Encourage parental involvement through conferences, activities, planning and meeting attendance.
- Provide, plan, and maintain a safe learning environment daily by planning for support within the center and caseload.
- Attend meetings, trainings, and appropriate professional development activities.
- Other duties as assigned.

## Job Specifications

### Minimum Required

- **Education:** Bachelor's Degree in Early Childhood Education, or related field including a minimum of 24 semester units in Early Childhood Education, and must have 3 semester units in Infant/Toddler Development.
- **Experience:** 3 years of related work experience in Child Development, Early Childhood Education, and/or a preschool setting.
- **Professional/Technical Certifications:**
  - Must hold a valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate upon hire.
  - Must have a current Child Development Site Supervisor Permit or above based on the [California Teacher Credential \(CTC\) Matrix](#).
    - Individuals who do not yet hold a current permit and are pending receipt of the permit may be considered for hire if they provide documentation confirming the permit application has been officially submitted and is pending review through the California Commission on Teacher Credentialing (CTC). Documentation must show a submitted application status; payment receipts or preliminary steps alone (e.g., Certificate of Clearance or fingerprint submission) do not meet this requirement. Those pending receipt of the permit must receive it within 3 months, 90 days, of hire.
- **Technical Requirements:**
  - Intermediate technology skills specifically using Zoom, Outlook, and Microsoft Suite, as well as the ability to learn additional platforms related to the program.
  - Knowledge of age-appropriate professional practices, effective teaching strategies, Community Care Licensing and DCFS regulations.
- **Behavioral:**
  - Ability to maintain all assigned workflow and a high level of customer satisfaction in a fast-paced working environment.
  - Ability to respond appropriately to an emergency or a crisis situation.
  - Ability to supervise children and ensure a safe environment including the ability to monitor and respond to events going on at all times in the classroom, outdoor play areas and on field trips.
  - Ability to engage with all children and families, including those qualifying for program services.
  - Uphold the values and principles of the organization.
  - Effective communication and Customer Service, working professionally with adults and children, demonstrating appropriate support for program participants.

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- Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
- Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
- Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
- Show ability to have flexibility, maturity of judgment, and ability to work collegially.
- Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence to technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position requires 10% travel and may require travel between San Fernando Valley and Antelope Valley depending on business needs. Travel will involve attending meetings, trainings, CCRC sponsored events and conferences locally a few times a month. Some overnight travel may be required. Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc.) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and receiving DMV clearance.
- **Work Schedule:**
  - Teacher Designee work full time 40 hours. Overtime may be expected.
  - Schedule hours may vary according to the needs of the center and families in their caseload and may require working a non-traditional work schedule including early mornings, late evenings and weekends.
- **Work Environment:** This position works in an Early Care and Learning Center.
  - The Early Care and Learning Center includes Early Learning classrooms for children ages birth to 5, outside playgrounds and play structures, and may include regular office space and/or storage areas at larger centers. Center assignments may vary depending on business need.
- **Background & Health Clearance Requirements: Head Start/CCP**
  - **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting.
  - Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
    - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
    - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
    - **MVR / DMV clearance** in accordance with CCRC's liability insurance provisions: For positions where driving is required.
    - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
    - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)

- **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

## Preferred

All minimum requirements above met, plus:

- **Education:** Master's Degree in Early Childhood Education or a related field.
- **Experience:**
  - 1 year of experience working with children requiring specialized support, including implementing Individualized Education Plans (IEP) and/or Individualized Family Service Plans (IFSP) using behavioral curriculum and specialized care methods.
  - 2+ years of supervisory experience in an Early Childhood Education program.
- **Technical Requirements:**
  - Advanced technology skills specifically using Zoom, Outlook, and Microsoft Suite, as well as the ability to learn additional platforms related to the program.
- **Bilingual Preferred:** Ability to converse, read, write and/or translate in English and Armenian / Spanish

## Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.		X			
<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.		X			
<b>Crawling:</b> Moving about on hands and knees.		X			
<b>Crouching:</b> Bending the body downward and forward by bending the leg and spine.			X		
<b>Driving:</b> A car, truck, forklift or other types of moving equipment.		X			
<b>Feeling:</b> Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.					X
<b>Grasping:</b> Applying pressure to an object with the fingers.			X		
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.					X
<b>Kneeling:</b> Bending legs at the knee to rest the body on the knee or knees.			X		
<b>Lifting (Light):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting up to 30lb</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.		X			

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Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
<b>Lifting (Med):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 30lb – 50lb</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.		X			
<b>Lifting (Heavy):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 50lb+</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.		X			
<b>Pulling:</b> Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.		X			
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.		X			
<b>Reaching:</b> Extending hand or hands and extending arm or arms in any direction.			X		
<b>Repetitive motions:</b> Substantial movements of the wrist, hands, and/or fingers, including keyboarding.				X	
<b>Sitting:</b> Particularly for long periods of time.			X		
<b>Standing:</b> Standing or staying on feet for sustained periods of time.			X		
<b>Stooping:</b> Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.		X			
<b>Talking:</b> Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.					X
<b>Twisting:</b> Turning from right to left at the waist.		X			
<b>Viewing:</b> The ability to distinguish colors, read a VDT or other needs for depth perception.					X
<b>Walking:</b> Moving about on feet to accomplish tasks.			X		

## Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

### Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at [Recruiting@ccrcca.org](mailto:Recruiting@ccrcca.org).

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