



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 900+ 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 Lead Teacher Designee job at a glance

General Summary

Under the general direction of their site Center Director, the Lead Teacher Designee will promote activities in the classroom designed to stimulate learning in all developmental domains, and encourage Family Engagement in all aspects of the program. The Lead Teacher Designee will develop individual goals for children; provide on-going assessment on progress and facilitate transition activities into Kindergarten. Additionally, this position will provide guidance to teacher assistants in accordance with policies, procedures, and philosophy of CCRC Head Start 0-5. The Lead Teacher Designee will perform Designee duties when the Center Director is not on site.

This position is a full time (40 hours per week) center based position and may also require working nights and weekends.

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, including 5 medical plans of Kaiser HMO, 3 different Blue Shield HMOs, and a PPO, and Dental HMO or PPO
- **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 1st 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, the Lead Teacher Designee will provide quality preschool services for children enrolled in the Head Start program which include the following responsibilities:

Supervision of staff (10%)

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- As a direct supervisor of the teaching team, will ensure that the daily functions of the physical classroom are carried out satisfactorily; will act as a mentor and guide to the teacher assistants in all areas in the education program including but not limited to delegating and rotating responsibilities.
- Supervise, evaluate, mentor and train teacher assistants in the policies and procedures of CCRC Head Start, on lesson plan and activity plans, assessments, developmental summaries, observations, Desired Result Developmental Profiles (DRDP-PS), Individualized Education Plans (IEPs) and Individual Family Service Plans (IFSP's), Multi-Disciplinary Team Meetings (MDTM) notes, referrals, individualized logs, children's files, curriculum, end of the month paperwork, and center reports.
- As the instructional leader, provide leadership by example and guidance to teacher assistants and volunteers, ensuring alignment with the vision and principles of CCRC Head Start, and respect of individuals and community.
- Provide guidance in a supportive, instructive and non-judgmental way to enhance teacher assistants' skills including observations of children's activities and experiences as part of the ongoing assessment process and to use this information to individualize instruction for each child.

Interactions with Children and Families (65%)

- Plan, develop, and implement center services, ensuring daily operations of the center are successfully running from opening to closing, as well as planning and implementing developmentally appropriate services for children and families. Organize, schedule, and plan for all center activities.
- Develop and utilize the Creative Curriculum to provide age appropriate activities which may take place, indoors and/or outdoors, including activities in the classroom to enhance the growth of children in all developmental domains.
- Adapt the curriculum to meet the needs of all children including at risk, special needs, gifted and culturally diverse populations.
- Provide age appropriate activities for child's growth in all developmental areas. Encourage guided experimentation, exploration, problem solving, cooperation, socialization, choices and ask open-ended questions.
- Establish weekly goals that promote individual and group educational plans that support school readiness and facilitates transition into Kindergarten.
- Partner with families to encourage experimentation, exploration, problem solving, cooperation, socialization, choices and ways to ask open-ended questions with their child/ren.
- Provide and actively participate in all classroom and parent conferences, MDTM, home visits, IEP/IFSP processes and meetings, weekly planning meetings, and center staff meetings.
- Develop, maintain, and implement knowledge of developmentally appropriate and culturally sensitive practices, effective teaching strategies, Community Care Licensing and DCFS regulations.
- Establish weekly goals that promote individual and group educational plans that support school readiness and facilitates transition into Kindergarten. Partner with parent to provide care for all preschoolers, including feeding and diapering. In addition, provide respectful, responsive individualized plans which include Medical Care Plans for special diets, medical conditions/accommodations and allergies.
- Prepare classroom materials and learning kits to support developmentally appropriate activities in the classroom and at home, as well as creating and changing learning centers in the classroom as needed.
- Maintain a clean and safe indoor and outdoor environment on a daily basis. Ensure that all toys and classroom equipment are sanitized including eating, diapering and napping areas as needed.
- Assist with food service, learning kit distribution and other needs as requested.
- Communicate regularly with parents regarding each child's progress and provide parents with resources to support learning.
- Conduct the required home visits and parent conferences to establish individual goals, communicate class progress, and provide educational strategies for parents to implement at school and in the home.
- Develop and maintain well-defined lines of communication and professional boundaries with staff and parents at all times.

Administrative Functions (15%)

- Ensure reports required by the Agency and the State are adequate and timely.
- Complete and submit weekly lesson plan goals that are accurate and timely to Center Director for review and feedback prior to implementation.
- Collect observations for ongoing assessments to ensure child outcomes are meeting agency benchmarks.
- Read, analyze and interpret data from the DRDP (2015) to create child and center specific goals in a timely manner.
- Implement knowledge of developmentally appropriate practices, effective teaching strategies, federal and state regulations including licensing, DCFS, IEP/IFSP meetings and inclusion methods/practices. Assist with generating and tracking Non-Federal Match on a monthly basis.
- Ensure consistent adherence to Suspected Child Abuse reporting policies, procedures and documentation by all center and regional staff. In the absence of the Center Director, complete the Unusual Incident reports and promptly communicate these incidences to the Early Learning Supervisor.
- Maintain a system of confidentiality for all data, records, and information regarding Head Start families.

Lead Teacher Designee Duties (when the Center Director is not present at the center) (10%)

- The Designee will be responsible for the center, staff and children. The Teacher Designee will be informed and trained in center operations, emergency procedures and unusual incident reports by the Center Director and Early Learning Supervisor.
- The Designee must be aware and promptly report all issues, emergencies and unusual incidents.
- The Designee must inform the Early Learning Supervisor, if not available then notify the Early Learning Manager, of any unusual incidents (refer to procedure) immediately and completes required paperwork.
- The Designee must notify and get approval from Early Learning Supervisor and/or Early Learning Manager when staff request time off or early dismissal.

Non-Essential Duties And Responsibilities

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

- May serve as the designee of the assigned center in the absence of the Center Director.
- Will establish and maintain ongoing lines of communication with the Center Director.
- Actively engaged in parent meetings; including participation, oral presentations, planning, and set up of materials.
- Encourage parental involvement through conferences, activities, planning and meeting attendance.
- Provide, plan, and maintain a safe learning environment on a daily basis by planning for support within the center and caseload
- Other duties as assigned

Job Specifications

Minimum Required

- **Education:** Bachelor's Degree in Early Childhood Education/ Child Development, or (related field) including a minimum of 24 semester units in Early Childhood Education or Child Development.
- **Experience:** 2+ years of related work experience in Child Development, Early Childhood Education, preschool, and/or Head Start settings.
- **Professional/Technical Certifications:**
 - Hold a valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate upon hire or within 30 days of hire.

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- Hold and maintain a current California Commission on Teacher Credentialing Child Development Master Teacher Permit or above based on the [California Teacher Credential \(CTC\) Matrix](#) upon hire or apply within 60 days of hire.
- **Technical Requirements -**
 - Must have 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 developmentally appropriate and culturally sensitive 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 pre-school 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 children and families from diverse backgrounds and experiences including disadvantaged, at risk, and or low income.
 - Uphold the values and principles of the organization.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
 - Effective communication and customer service, working collaboratively with adults and children, able to demonstrate a supportive attitude to families.
 - Effective Organization skills; accurate work product, strong problem solving skills, effective critical thinking, ability to make independent decisions/judgement.
- **Travel:** This position requires 5% of travel. Travel will involve attending meetings, trainings, CCRC sponsored events and conferences locally a few times a month. Some overnight travel may be required. May use CCRC company vehicles, when available or personal vehicle and will be subject to Driver Management Policy requirements (i.e., valid California Driver's License, automobile insurance and a clean driving record required).
- **Work Schedule:**
 - Lead Teacher Designee works full time 40 hours a week.
 - Hours may vary according to the needs of center and the families in their caseload.
 - The Teacher Designee has the ability to work a non-traditional work schedule including early mornings, late evenings and weekends.
- **Work environment:** This position works in a Head Start (Pre-school) Center. The Head Start 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.
- **Background & Health Clearance Requirements: Head Start / CCP** Criminal Records (e.g. Live Scan Fingerprinting), Child Abuse Index Check, Sexual Offender Registry, Health, Tuberculosis (TB) test and Immunization clearances required.

Preferred

All minimum requirements above met, plus:

- **Education:** Completion of 6 units in Child Care Administration
- **Experience:**
 - 1 year of experience working with developmentally disabled/delayed or behaviorally challenged children including supporting Individualized Education Plans (IEP) and/or Individualized Family Service Plans (IFSP) using social-emotional curriculum and inclusion methods and trauma informed care.
 - 2 plus years of supervisory experience in an early childhood education program.
- **Professional/Technical Certifications:** Hold or ability to obtain or qualify for a Child Development Site Supervisor Permit issued by the California Commission on Teacher Credentialing

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- **Technical Requirements**
 - Advance 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, 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
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: 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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Activity

Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Talking: 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

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