



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 **Workforce Development** Division! Go to our job board to

apply: [job board](#)

The Teacher Assistant Apprentice job at a glance

General Summary

Under the direction of the Workforce Development Apprenticeship Coordinator, the Teacher Assistant Apprentice will support activities designed to stimulate learning in all developmental domains. Offered in partnership with Early Care and Education Pathways to Success (ECEPTS) and College of the Canyons (COC), the Early Childhood Apprenticeship Program is an innovative, earn-and-learn program that will prepare Early Childhood Apprentices to work with young children and families as early childhood educators, and other community-focused workers. The Early Childhood Apprenticeship will provide paid on-the-job training and mentoring, as well as free college coursework, tutoring, and other supports.

Throughout the Early Childhood Apprenticeship Program, Apprentices will complete a total of 2,000 hours of on-the-job training, as well as 12 units of applicable college coursework. On-the-job hours include job shadowing of teachers, centered around the following topics: early childhood development, parent-child relationships, documenting interaction observed during home visits, screening children for developmental strengths and delays, helping families identify goals, linking families to local resources and facilitate transition into Kindergarten.

This position is term-limited to the duration of part one of the Early Childhood Apprenticeship Program.

Core Benefits!

- **Onsite** position
- **Competitive Compensation** Package
- **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!

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The Details of the Job:

Essential Duties And Responsibilities

Under the joint guidance of the WFD Apprenticeship Coordinator and the ECL Center Director, the Apprentice will complete the following tasks:

Job Shadowing Interactions with Children and Families (80%):

- Learn and adhere to all Agency, state, and federal regulations including California State Preschool Program (CSPP) protocols, procedures, and guidelines.
- Interact with children in a positive manner.
- Cooperate with Teaching Staff in observing, learning, and assisting with proper protocols for the care and supervision of children in the classroom, outside, transitions, and sign in and sign out process.
- Observe the Teaching Staff utilizing the Creative Curriculum and all supplemental curriculums to provide age-appropriate activities indoor and outdoor for children's growth in all developmental domains.
- Observe Teaching Staff when conducting parent conferences and other informal conversations as appropriate.
- Through utilizing open ended questions and other encouragement techniques, inspire children to experiment, explore, problem solve, cooperate, socialize, and make independent choices.
- Demonstrate openness to working with racially, ethnically, special needs, gifted, and socio-economically diverse communities, and an increasing awareness of personal and cultural biases, and the development cultural competency.
- Assist in the preparation classroom materials to support developmentally appropriate curriculum plans and create and change learning centers as needed at the direction of the Teacher Staff.
- Ensure and maintain a clean and safe indoor and outdoor environment daily.
- Assist with food service and other classroom needs as requested, with Teaching Staff guidance.

Staff Relationships/Development (10%):

- Attend mandatory agency and Early Childhood Apprenticeship program trainings and college courses.
- Maintain good academic standing regarding required college coursework, utilizing additional resources such as tutoring services as necessary.
- Make timely and successful progress on Early Childhood Apprenticeship competency benchmarks.
- Participate in individual reflective supervision as well as group staff meetings, monthly.
- Accept and incorporate feedback from center staff into practice.
- Keep up to date with child development and trauma-informed care literature, research, and trends in the business and politics of early care and education, as assigned by the agency.
- Maintain communication and professional boundaries at all times with staff and parents.

Administrative Function/Documentation (10%):

- Successfully learn to meet Early Childhood Apprenticeship documentation timeline requirements and quality standards.
- Maintain regular documentation of progress towards Early Childhood Competencies as required by the center director.
- Maintain confidentiality for records and information of Early Care & Learning families according to all Agency protocols as well as local, state, and federal regulations for PII, PHI, and/or HIPAA information.
- Assist with collecting observations for ongoing assessments to ensure child outcomes are meeting Agency benchmarks.
- Observe center staff with the analyzing and interpretation of all center and classroom data

- Gain basic knowledge of developmentally appropriate practices, effective teaching strategies, regulations, licensing, and reporting requirements enforced by Department of Child and Family Services (DCFS).

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Participation and planning of parent meetings
- Support with organization and inventory of supplies/materials at center.
- Other duties as assigned.

Job Specifications

Minimum Required:

- **Education: High School diploma or equivalent.**
- **Experience:** Professional or personal experience with children and families and/or referring community services to others.
- **Professional/Technical Certifications:** n/a
- **Technical Requirements:**
 - Beginner skill and/or a desire and ability to learn basic office applications such as Microsoft Word, Outlook, and Excel.
- **Bilingual Required:** n/a
- **Behavioral:**
 - Experience successfully problem solving.
 - Desire to work with families and see their lives improve.
 - Social skills such as the ability to carry on a conversation and relate warmly to others.
 - Ability to develop cooperative, diplomatic working relationships with others (co-workers, supervisors, and the public)
 - Self-accountable and responsible in keeping appointments, arriving on time, and following through on required tasks.
 - Effective organization and customer service skills.
 - Adaptable and resourceful when faced with new challenges or change.
 - Ability to support Teaching Staff to 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 support Teaching Staff in the event of an emergency or a crisis.
 - Uphold the values and principles of the organization.
- **Work Schedule:** Part-time (up to 20 hours per week)
- **Work environment:** Classroom environment including both inside and outside play areas.
- **Background & Health Clearance Requirements:** **ECL:** 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:

- **Experience:** Former/current recipient of Head Start program services for a minimum of 2-years, preferred.
- **Bilingual preferred.** Ability to converse, write and/or translate in English and Armenian and/or Spanish

Physical Demands

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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.	☐	☐	☒	☐	☐
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.	☐	☒	☐	☐	☐
Crawling: Moving about on hands and knees.	☐	☒	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	☐	☒	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	☒	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☐	☐	☒	☐	☐
Grasping: Applying pressure to an object with the fingers.	☐	☐	☒	☐	☐
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.	☐	☐	☐	☐	☒
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☐	☐	☒	☐	☐
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.	☐	☐	☐	☒	☐
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.	☐	☒	☐	☐	☐
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.	☐	☒	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☐	☒	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	☒	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☐	☒	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☒	☐
Sitting: Particularly for long periods of time.	☐	☐	☒	☐	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☐	☒	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	☒	☐	☐	☐
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.	☐	☐	☐	☐	☒
Twisting: Turning from right to left at the waist.	☐	☒	☐	☐	☐

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	☒
Walking: Moving about on feet to accomplish tasks.	☐	☐	☐	☐	☒

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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