



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 Associate Teacher job at a glance

General Summary

Under general supervision of the classroom Teacher or Teacher w/ Waiver, the Associate Teacher promotes activities in the classroom designed to stimulate learning in all educational areas and encourages family participation in all aspects of the program. The Associate Teacher develops individual goals for children, provides on-going assessment on progress and facilitates transition into kindergarten.

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

Interactions with Children and Families (70%)

- Assist with child management in the classroom, outside, transitions, and sign in and sign out process.
- Assist with providing age-appropriate activities using the chosen curriculum and supplemental materials.
- Assist with supporting all children, addressing their individual capabilities and requirements.
- Assist in establishing weekly goals that promote individual and group educational plans.

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- Partner with parents to provide care for all children, including feeding and diapering.
- Partner with families and teachers to encourage guided experimentation, exploration, problem solving, cooperation, socialization, choices, and ways to ask open-ended questions with their children.
- Support the implementation of age-appropriate professional practices, effective teaching strategies, and other applicable policies and regulations.
- Prepare classroom materials to support developmentally appropriate activities and ensure that learning environments, equipment, eating, diapering, and napping areas are clean, safe, and sanitized.
- Assist with food service and other classroom needs as requested.
- Communicate regularly with parents regarding each child's progress and provide parents with resources.
- Conduct home visits and parent conferences to establish individual goals, communicate class progress, and provide educational strategies for caregivers to implement
- Develop and maintain well-defined lines of communication and professional boundaries parents, caregivers, and families

Staff Relationships (15%)

- Support with the daily routine and functions in the classroom to ensure they are being implemented
- Support the Individual Education Plan processes by participating in meetings, making referrals, active in assessments, goals planning, and ensuring children are receiving services.
- Maintain communication and professional boundaries with staff at all times

Administrative Functions (15%)

- Ensure monthly reports are accurate and submitted to the Teacher and Center Director.
- Support the completion and submission of weekly lesson plans and goals to the Teacher and/or 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 support creating child and center specific goals.
- 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.
- Support consistent adherence to Suspected Child Abuse reporting policies, procedures and documentation by all center and regional staff. In the absence of the Teacher and Center Director, complete the Unusual Incident reports and promptly communicate incidents to the Early Learning Supervisor.
- Maintain a system of confidentiality for all data, records, and information regarding Early Care and Learning families at all times.
- Promptly report all issues, emergencies, and unusual incidents.

Non-Essential Duties And Responsibilities

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

- Assure general maintenance and security of facility and assist with inventory of equipment and supplies.
- Will establish and maintain ongoing lines of communication with the Teacher.
- Active engagement in parent meetings; provide childcare as needed, participation, planning, and set up of materials and room.
- Attend meetings, trainings, and appropriate professional development activities.
- Other duties as assigned

Job Specifications

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Minimum Required

- **Education:** 24 semester units in Early Childhood Education or Child Development, including 3 semester units of infant/ toddler development coursework.
- **Experience:**
 - 6 months of external experience or 1,000 hours of Early Care and Learning classroom experience working with families and children in a preschool or childcare setting.
- **Professional/Technical Certifications:**
 - Must hold or are pending receipt of a current Associate Teacher Permit or higher 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.
 - Must hold a valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate upon hire or within 30 days of hire.
- **Technical Requirements:**
 - Must have intermediate technology skills specifically using Zoom, Outlook, and Microsoft Suites, PowerPoint, as well as the ability to learn additional platforms related to the program.
 - Basic knowledge of age-appropriate professional practices, effective teaching strategies, Community Care Licensing and DCFS regulations.
- **Behavioral:**
 - 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.
 - Uphold the values and principles of the organization.
 - Ability to respond appropriately to an emergency or a crisis situation.
 - Effective communication and customer service, working collaboratively with adults and children, able to demonstrate a supportive attitude to families.
 - 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.
- **Work Schedule:**
 - Associate Teachers work full time 40 hours a week. Overtime may be expected.
 - Hours may vary according to the needs of the program and families in their caseload.
 - The Associate Teacher may work a non-traditional work schedule including early mornings, late evenings and weekends.
- **Work Environment:** This works in an Early Care and Learning Center. The Early Care and Learning Center includes Early Learning classrooms for children ages Birth to 5 years old, outside playgrounds and play

structures, and may include regular office space and/or storage areas at larger centers. School Year center assignments can vary depending on business needs.

- **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:** Associate’s Degree in Early Childhood Education/ Child Development
- **Experience:**
 - 2 plus years of experience in an early childhood education program.
 - 1 year of experience working with children requiring additional support, including supporting Individualized Education Plans (IEP) and/or Individualized Family Service Plans (IFSP) using social-emotional curriculum and established teaching methods.
- **Professional/Technical Certifications:**
 - Hold and maintain a current California Commission on Teacher Credentialing Child Development Teacher Permit issued by the California Commission on Teacher Credentialing.
- **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.
 - Knowledge of standard practices, effective teaching strategies, Community Care Licensing and DCFS regulations.
- **Travel:** This position may require travel at times. 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.

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