



## 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 **Head Start** Division! Go to our job board to apply: [job board](#)

## The Teacher Aide job at a glance

### General Summary

Under the training and direction of the Teacher, the Teacher Aide will support activities designed to stimulate learning in all developmental domains. Supports parent involvement in all aspects of the program. Assists with the individual goals for children, provide on-going assessment on progress and facilitate 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, 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 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, Teachers will provide quality preschool services for children enrolled in the Head Start 0-5 which include the following responsibilities:

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### **Interactions with Children and Families (80%)**

- Assist with the management of children in the classroom, outside, transitions, and sign in and sign out process.
- Using the Creative Curriculum, assist with providing age appropriate activities indoor and outdoor for children's growth in all developmental domains.
- Encourage guided experimentation, exploration, problem solving, cooperation, socialization, choices and ask open-ended questions.
- Supports meeting the needs of all children including at risk, special needs, gifted and culturally diverse populations.
- Prepare classroom materials to support developmentally appropriate activities in the classroom and at home, as well as creating and changing learning centers in the classroom as needed as needed at the direction of the Teacher.
- 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.
- Follow the daily routine to provide an environment conducive to learning and appropriate to the development levels, interests, and special talents of children
- Assist with food service and other classroom needs as requested.
- Communicate as needed with parents, regarding each child's progress and providing educational strategies at school and home.
- Develop knowledge for and support the implementation of developmentally appropriate and culturally sensitive practices, effective teaching strategies, Community Care Licensing and DCFS regulations.

### **Staff Relationships (10%)**

- Support the daily routine and functions of the classroom to make sure they are working and being implemented.
- Support other staff to complete all classroom duties on a daily basis.
- Assist in the Individual Education Plan processes by participating in meetings, assessments, and goals planning.
- Maintain communication and professional boundaries at all times with staff and parents.

### **Administrative Functions (10%)**

- Maintain a system of confidentiality for all data, records, and information regarding Head Start families.
- Assist with collecting 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.

## **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:

- Actively involved in parent meetings; including babysitting, participation, planning, and set up of materials and room
- Other duties as assigned

## **Job Specifications**

### **Minimum Required**

- **Education:** 12 semester units in Early Childhood Education or Child Development.
- **Professional/Technical Certifications:** Hold and maintain a current California Commission on Teacher Credentialing Child Development Assistant Permit or above based on the [California Teacher Credential \(CTC\) Matrix](#) upon hire or apply within 60 days of hire.
- **Technical Requirements**
  - Intermediate computer 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 developmentally appropriate practices, effective teaching strategies, Community Care Licensing and DCFS regulations.

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- **Behavioral:**
  - Ability to maintain all assigned workflow and a high level of customer satisfaction in a fast paced working environment.
  - 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 maintain all assigned workflow and a high level of customer satisfaction in a fast paced working environment.
  - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
  - 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.
  - Effective Organization skills; accurate work product, strong problem solving skills, effective critical thinking, ability to make independent decisions/judgement.
- **Work Schedule:** full time or part time, typical Monday through Friday. Overtime may be expected.
- **Work environment**— 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:** 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:**
  - 6 months' experience working with families and children in a preschool setting preferred.
  - 6 months' 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 is preferred.
- **Travel:** 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).
- **Professional/Technical Certifications:** Hold and maintain a current California Commission on Teacher Credentialing Child Development Associate Teacher Permit or above based on the [California Teacher Credential \(CTC\) Matrix](#) upon hire or apply within 60 days of hire.
- **Bilingual preferred.** Ability to converse, write and/or translate in English and Armenian and/or Spanish
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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.

<b>Physical Activity</b>					
<b>Activity</b> List the number of hours spent performing the activity.	<b>Hours Per Day</b>				
	<b>NA</b>	<b>0-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
<b>Balancing:</b> 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"/>
<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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crawling:</b> Moving about on hands and knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crouching:</b> 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"/>
<b>Driving:</b> 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"/>
<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Grasping:</b> Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Kneeling:</b> 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"/>
<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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pulling:</b> 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"/>
<b>Pushing:</b> 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"/>
<b>Reaching:</b> 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"/>
<b>Repetitive motions:</b> 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"/>
<b>Sitting:</b> Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standing:</b> 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"/>
<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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Twisting:</b> Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Viewing:</b> 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"/>

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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>Walking:</b> 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](mailto:Recruiting@ccrcca.org).

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