



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, Infant & Toddler job at a glance

General Summary

Under the direction of the Center Director, the Infant and Toddler Teacher will provide care for infants and toddlers in a group setting, planning, developing, implementing, and documenting the delivery of comprehensive services within the classroom in accordance with policies, procedures, and philosophy of CCRC's Head Start/Early Head Start center based program.

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 a team structure, provide quality services for infants and toddlers enrolled in the Early Head Start center based program which include the following responsibilities:

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- Supervise, evaluate, and train teacher assistant in the policies and procedures of CCRC Head Start. The Teacher will have oversight of the daily functions in the classroom, guide and mentor teacher assistants in all areas for professional development purposes which include but is not limited to classroom responsibilities to ensure all required paperwork is completed appropriately and in a timely manner. Provide leadership by example and through guidance of teacher assistants and volunteers in the vision and principles of CCRC Head Start/Early Head Start, and respect of individuals and community.
- Responsible for the completion of the following: lesson plans, assessments, developmental summaries and observations. Responsible for the completion and monitoring of the following: IFSP/IEP outcomes, MDTM notes, referrals, individualized logs, children's files, end of the month paperwork. Maintain a system of confidentiality for records and information of Early Head Start/Head Start families.
- Lead the implementation of culturally, linguistically, and developmentally appropriate individual and small group activities utilizing lesson plan, daily schedule and classroom materials. Implement with fidelity the program approved curriculum to encompass current program School Readiness Goals.
- Management of children in the classroom by providing age appropriate activities for child's growth in all infants and toddler domains. Observe and record activities of individual children within the classroom setting.
- Provide care for all infants and toddlers including feeding, diapering, and holding. In addition, provide respectful, responsive individualized plans which include Medical Care Plans for special diet, medical condition/accommodations and allergies.
- Participate in weekly planning meetings with center staff; assist with the goal planning for all children including children with IFSP's/IEP's.
- Ensures and monitors for a clean and safe indoor and outdoor learning environment on a daily basis. Set up and clean-up of indoor and outdoor play space. Ensure that the daily indoor and outdoor routine are Implemented to provide an environment conducive to learning and appropriate to the development levels, interests, and special talents of infants and/or toddlers. Ensure that all toys and classroom equipment are sanitized including eating, diapering and napping areas as needed.
- Follow agency policies and procedures put forth by CCRC Head Start/Early Head Start. Maintain well-defined lines of communication and professional boundaries with staff and parents. Assist with Transition into the Early Head Start program and out of the Early Head Start program.

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:

- May serve as the designee of the center in the absence of the Center Director
- Schedule home visits and parent conferences 2 times annually and as needed by the program
- Actively engaged in parent meetings; including babysitting, participation as needed, planning, and set up of materials and room arrangement in preparation for meeting
- Participate in center staff meetings and provide input when needed during IFSP/IEP meetings
- Encourage family engagement with a focus on child development through parent conferences, homevisits and classroom activities
- Read, analyze, and interpret data from the DRDP

Complete ongoing professional development through education, training, and resources.

- Other duties as assigned

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Job Specifications

Bachelors Degree in Early Childhood Education/ Child Development, or related field which includes a minimum of 24 semester units in Early Childhood Education or Child Development.

3 units in infant/toddler development course work

Related work experience in Child Development, Early Childhood Education and infant and toddler settings.

Hold a current California Commission on Teacher Credentialing Child Development Teacher permit.

Training and experience in the principles of infant and toddler development. Experience in infant and toddler assessments and curriculum preferred.

Knowledge of developmentally appropriate and culturally sensitive practices, effective teaching strategies, federal and state regulations, community care licensing, and DCFS requirements.

Ability to converse, write, and/or translate in Spanish or Armenian preferred.

Criminal Records (e.g. Live Scan Fingerprinting), Child Abuse Index Check, Sexual Offender Registry, Health and Tuberculosis (TB) test clearances required.

Hold a valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate upon hire or within 30 days of hire.

Show ability to have flexibility, maturity of judgment, and ability to work collegially.

Must have strong organizational and leadership skills. Respect each individual, child, and family.

Guide supervisees to a vision-centered action approach and upholding the values and principles of the organization.

Experience working with families and young children.

Valid California Driver's License, reliable vehicle, automobile insurance, and clean DMV record required.

Ability to maintain cooperative, diplomatic working relationships with co-workers, supervisors, families, and the community to work as part of a team, and collaborate with colleagues.

Ability to maintain all assigned workflow and a high level of customer satisfaction in a fast paced working environment.

Ability to develop an environment that is free of disruptive influences

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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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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