



JOB TITLE: Teacher

PROGRAM: Early Head Start-Child Care Partnerships

STATUS: Full-Time (non-exempt)

REPORTS TO: EHS Director

HISTORY and MISSION

The Youth Policy Institute transforms Los Angeles neighborhoods using a holistic approach to reduce poverty by ensuring families have access to high quality schools, wrap-around education and technology services, enabling a successful transition from cradle to college and career.

Since the 1990's, YPI has successfully blended multiple funding streams and partnerships to saturate Los Angeles communities with critically needed services. YPI currently operates a \$41 million budget and places more than 1,200 staff at 125 service sites throughout Los Angeles. YPI provide programs and services to more than 100,000 clients each year.

SUMMARY

Organizes each day's activities to provide children with a variety of experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity, safety, as well as a sense of self and a feeling of belonging to the group. Responsibilities may include but are not limited to:

ESSENTIAL FUNCTIONS

- Implements and models developmentally appropriate practices in daily classroom activities and for parents in caring for their young children. Respects infants' curiosity about each other; ensures that children treat each other gently.
- Maintains an open, friendly, and cooperative relationship with each child and family.
- Encourages each child's family to be actively involved in the Early Head Start program. Conducts 2 parent conferences and 2 home visits per year.
- Promotes parent-child bonding and nurturing parent-child relationships and also promotes feelings of security and trust in infants and toddlers.

- Tends to children's personal hygiene needs, remaining especially attentive to them during routines such as diaper changing, cleaning, feeding, and changing soiled or wet clothes.
- Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all components.
- Supports School Readiness goal implementation and Parent Family and Community Engagement integration.
- Performs screenings with parental involvement.
- Conduce ongoing assessments and uses the assessment data to plan classroom activities. Develops individualized plans for all children in care.
- Maintains a positive, calm attitude and a pleasant, soothing voice, and models this attitude and voice for parents and others working or volunteering in the program. Talks, sings, and reads to infants frequently.
- Observes children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and reports these signs immediately to the center director or person in charge.
- Ability to apply Early Childhood Development theory in daily activities, and adapt to the individual needs of infants and toddlers.
- Develop and utilize integrated lesson plans, which reflect mandated elements and components, parental and cultural influences, and promote the social, emotional, physical and cognitive development of infants and toddlers.
- Implement developmentally appropriate curriculum into classroom activities to address and meet individual goals for infants and toddlers as identified in their individualized education plans.
- Assess individual and group needs, attending to differences in needs and disability issues, specific interests, strengths and concerns.
- Responsible for ensuring proper care and supervision and maintaining visual supervision of children at all times
- Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers and materials as needed.
- Document baselines, ongoing assessments according to EHS-CCP Program using DRDP 3times per year and communicates children's progress to parents
- Maintains confidentiality of records and information of staff and families.
- Conduct daily meal count and attendance.
- Ensures parents properly use the sign in and out sheets on a daily basis
- Conduct daily Health & Safety check list to ensure environment safety for children & families.
- Ensure compliance with the Head Start Performance Standards.
- Participates on recruitment of children and families
- Other duties as assigned

QUALIFICATIONS

- Must have a BA/BS in Early Childhood Education (ECE); OR in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with experience working with infants and toddlers.
- 6 units in Infant/Toddler units (if course has not been completed, it must be completed within the first year of employment).
- The individual must possess a current Child Development Teacher's permit.
- Training and experience in the principles of infant and toddler development

- Experience in infants and toddlers assessments, Infant/Toddler Curriculum and 2 years' experience working with infants and toddlers with diverse needs in a center based program which includes children with disabilities.
- Must work as a team player.
- Bilingual (English/Spanish) preferred
- Must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities and must be able to effectively communicate with children and families of the community.
- Ability to maintain agency code of ethics and standards of conducts.
- Knowledge of diverse cultural, racial, and ethnic backgrounds.
- Excellent verbal and written communication skills which include the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Sensitivity to service population's cultural and socioeconomic characteristics.
- Ability to read, analyze, and interpret data, regulations and reports. Ability to write clear, concise. Must be able to produce correspondence, policies, procedures, forms.
- Must have intermediate knowledge of computer programs in a Windows environment, including Word, Excel and E-mail; Internet software; Spreadsheet; Word Processing and Power Point.
- Clear criminal record with the Department of Justice following a fingerprint screening
- Completed and signed statement of any pending and prior criminal arrests/charges/convictions related to child sexual abuse, child abuse and neglect, and/or violent felonies
- Successful completion of an initial health examination, performed by or under the supervision of a physician, to determine, at a minimum, if the prospective employee can perform the duties outlined in the position description
- Proof of the absence of Tuberculosis, from a physician, to show that the prospective employee is cleared to work with children and families dated within 60 days prior to hire date
- Must have access to reliable transportation to arrive to work site at scheduled time consistently. If applicable, will be required to provide proof of current California driver license, acceptable driving record (current DMV H6 printout), and current liability auto insurance.

BENEFITS

Medical, dental and vision benefits. Option to contribute to 403(b) retirement plan. Supplemental insurance available (Aflac)

APPLICATION PROCESS

Please visit www.ypiusa.org and apply online.

YPI is an equal opportunity employer.
www.ypiusa.org

