



## 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 **Early Care & Learning** Division! Go to our job board to apply:

[job board](#)

## The Teacher job at a glance

### General Summary

Under general supervision, the Teacher promotes activities designed to stimulate learning in all developmental domains for children birth to 5 years old and encourages Family Engagement. The Teacher develops individual goals for infant, toddler, and pre-school aged children, provides on-going assessment on progress, and facilitates transition activities into kindergarten. Additionally, the Teacher guides and supervises subordinate teaching staff in accordance with policies, procedures, and philosophy of CCRC Early Care and Learning.

### 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, Teacher will provide quality preschool services for children enrolled in the Early Care and Learning Program which include the following responsibilities:

#### Classroom Management (80%)

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- Ensure the daily functions of the classroom are completed satisfactorily.
- Supervise, evaluate, mentor, and train assigned teaching staff on performance management in the policies and procedures of CCRC Early Care and Learning.
- Participate in recruitment including prescreen and/or interviewing applicants for classroom positions to ensure candidates meet qualifications and making hiring recommendations per agency policies and with approval from policy council and effectively communicating with Human Resources.
- Responsible for lesson plans, assessments, developmental summaries, observations, Desired Result Developmental Profiles (DRDP-PS), Individualized Education Plans (IEPs) Individual Family Service Plans (IFSPs), Multi-Disciplinary Team Meetings (MDTM) notes, referrals, individualized logs, children's files, curriculum, end of the month paperwork, and center reports.
- Provide leadership by example and guidance to staff and volunteers, ensuring alignment with the vision and principles of CCRC and Early Care and Learning while respecting individuals and community.
- Provide guidance in a supportive, instructive, and non-judgmental way to enhance staffs' skills including observations of children's activities and experiences as part of the ongoing assessment process and to use this information to individualize instruction for each child.
- Plan, develop, and implement developmentally appropriate child development services, ensuring daily operations of the classroom child development are successfully running from opening to closing. Organize, schedule, and plan for all classroom and center activities.
- Utilize and prepare the curriculum and supplemental materials to provide age-appropriate indoor / outdoor activities, including activities in the classroom to enhance the growth of children in all developmental domains.
- Adapt the curriculum for inclusive support for all children, addressing their unique strengths and needs.
- Establish weekly goals that promote individual and group educational plans that support school readiness and facilitate transition into kindergarten.
- Partner with families to encourage experimentation, exploration, problem solving, cooperation, socialization, and ways interact with their children. Regularly communicate learning progress and resources to them.
- Provide and actively participate in all parent conferences, MDTM, home visits, IEP/IFSP processes and meetings, weekly planning meetings, and center staff meetings.
- Establish individual goals, communicate class progress, and provide educational strategies for parents to implement at school and in the home.
- Develop, maintain, and implement knowledge of developmentally appropriate, and culturally sensitive practices, effective teaching strategies, Community Care Licensing, and all other applicable regulations.
- Ensure a clean and safe indoor and outdoor environment is maintained daily. Ensure that all learning materials and classroom equipment are sanitized including eating, diapering, and napping areas as needed.
- Develop and maintain well-defined lines of communication and professional boundaries with leadership, staff, and parents at all times.
- Ensure all children in your care are safe and treated with respect and adhere to all care and supervision policies and procedures.

### **Administrative Functions (20%)**

- Ensure reports required by the agency and the state are adequate and timely.
- Complete and submit weekly lesson plan goals for review and feedback prior to implementation.
- Collect observations for ongoing assessments to ensure child outcomes are meeting agency benchmarks.
- Read, analyze, and interpret DRDP (2015) data to create child and center specific goals in a timely manner.
- Implement knowledge of developmentally appropriate practices, effective teaching strategies, federal and state regulations including licensing, DCFS, IEP/IFSP meetings and inclusion methods/practices. Assist with generating and tracking Non-Federal Match monthly.
- Ensure consistent adherence to Suspected Child Abuse reporting policies, procedures, and documentation by all center and regional staff. Communicate, escalate, and complete the Unusual Incident reports following policy.

- Maintain a system of confidentiality for all data, records, and information regarding families.
- 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:

- Encourage parental involvement through conferences, activities, planning and meeting attendance.
- Provide, plan, and maintain a safe learning environment daily by planning for support within the center and caseload.
- Attend meetings, trainings, and appropriate professional development activities.
- Assist with food service and other needs as requested.
- Other duties as assigned.

## Job Specifications

### Minimum Required:

- **Education:** Bachelor's Degree in Early Education, Child Development, Families Studies, or related field including a minimum of 24 semester units in Early Childhood Education or Child Development, and must have 3 semester units in Infant/Toddler Development.
  - **Internal CCRC applicants** may alternatively meet this requirement by holding an Associate's Degree, a minimum of 24 semester units in Early Childhood Education or Child Development, participating in the waiver program, and must have 3 semester units in Infant/Toddler Development.
- **Experience:** 2 years' experience working with families and children in a preschool setting required. Related work experience in Child Development and Early Childhood Education;
  - **Internal CCRC applicants** must have a minimum of 1,000 hours in ECL classroom working with families and children in a preschool or childcare setting within the last two years.
- **Professional/Technical Certifications:**
  - Must hold a valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate upon hire or within 30 days of hire.
  - Must hold or apply for a current California Commission on Teacher Credentialing Child Development Teacher Permit or above based on the California Teacher Credential (CTC) Matrix on start date with ECL Representative.
- **Technical Requirements:**
  - Intermediate technology skills specifically using Zoom, Outlook, and Microsoft Suite, as well as the ability to learn additional platforms related to the program.
  - Knowledge of developmentally appropriate practices, effective teaching strategies, regulations, licensing, DCFS, and diversity application.
- **Behavioral:**
  - Ability to maintain all assigned workflow and a high level of customer satisfaction in a fast-paced working environment.
  - Ability to respond appropriately to an emergency or a crisis situation.
  - 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.
  - Ability to engage children and families from diverse backgrounds and experiences including disadvantaged, at risk, and/or low income.
  - Uphold the values and principles of the organization.
  - Show ability to have flexibility, maturity of judgment, and ability to work collegially.

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- Effective communication and Customer Service, working collaboratively with adults and children, is able to demonstrate a supportive attitude to families.
- Effective Organization skills, accurate work product, strong problem-solving skills, effective critical thinking, and ability to make independent decisions/judgement.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position requires 10% travel and may require travel between San Fernando Valley and Antelope Valley depending on business needs.
  - Travel will involve attending meetings, trainings, CCRC sponsored events and conferences locally a few times a month. Some overnight travel may be required. 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 MVR clearance.)
- **Work Schedule:**
  - Teachers work full time 40 hours. Overtime may be expected.
  - Schedule hours may vary according to the needs of the center and families in their caseload and may require working a non-traditional work schedule including early mornings, late evenings and weekends.
- **Work Environment:** This position works in an Early Care and Learning Center.
  - The Early Care and Learning 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. Center assignments may vary depending on business needs.
- **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:**
  - 3 years of experience in an early childhood education program.
  - 1 year of 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 and trauma informed care.
- **Professional/Technical Certifications:** Hold a Child Development Site Supervisor Permit or above based on 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.
- **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.

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

## Notices

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**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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