



## EMPLOYMENT OPPORTUNITY

**Position:** STATE PRE-SCHOOL ASSISTANT TEACHERS  
**Locations:** East Palo Alto  
**Hourly Salary:** Starting at \$17.00 & Depending on Qualifications & Experience

### **APPLICATION AND SELECTION PROCESS:**

**IHSD State Pre-School Program** requires all applicants to submit copies of transcripts, degree(s) and any certification along with the cover letter and resume. All applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. The best candidates for the position will be invited for a panel interview.

### **ATTRACTIVE BENEFITS:**

**Employer Paid - Medical, Dental and Life Insurance; Vision Savings Eye Care Program**

**Employer Assistance Program**

**Voluntary Long Term Disability Insurance**

**Commuter Benefits**

**403(b) Retirement Plan Benefits - 8% funded by employer**

**Paid Holidays, Paid Vacation, Paid Personal Days and Paid Sick Time**

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**Limited Time ONLY & after 6 months of full time employment: Sign-On Bonus and Relocation allowance will be provided if coming from out of the State of CA**

### **JOB DUTIES:**

Duties of the position will include, but are not limited to, the following:

1. Assist with planning and implementing curriculum activities.
2. Assist with planning and setting up indoor and outdoor environment.
3. Supervise and team-teach a group of 8 children.
4. Assist with classroom record keeping (i.e. Learning Genie/Portfolios)
5. Assist teachers in conducting home visits for each child enrolled.
6. Collaboration with Family Engagement team and events.

### **QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Must have a Child Development Associate Teacher Permit or qualified for a Child Development Associate Teacher Permit desirable.
3. Previous work experience in a licensed childcare center or comparable group Child care program for at least 1 year.
4. Proof of completion of core ECE courses: Child Development, Early Childhood Education Principles, Early Childhood Education Curriculum, Child, Family & Community.
5. Knowledge of Early Childhood Education practices and techniques.
6. Bilingual in Spanish desirable.

### **HEALTH AND OTHER REQUIREMENTS:**

**Physical Examination, TB Test, Immunizations and CPR upon employment  
Fingerprint Clearance/Child Abuse Index/Criminal Record Statement/NSOPW**

**APPLY:** Attn: Human Resources Department  
Institute for Human and Social Development  
155 Bovet Road, Suite 300  
San Mateo, CA 94402  
E-Mail to: [hr\\_resume@ihsdinc.org](mailto:hr_resume@ihsdinc.org)

**AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER**