



EMPLOYMENT OPPORTUNITY

Position: INFANT/TODDLER ASSISTANT TEACHERS
Locations: SSF, Lakewood & East Palo Alto
Hourly Salary: Starting at \$17.00 & Depending on Qualifications & Experience

APPLICATION AND SELECTION PROCESS:

IHSD Head Start & Early Head Start Programs 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

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

JOB RESPONSIBILITIES:

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 in the Head Start program.
6. Collaboration with Family Engagement team and events.

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Possess a valid California Associate Teacher Permit or qualified for an Associate Teacher's 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 and have at least 6 Units of Infant/Toddler Classes.**
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

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER