

INTERNATIONAL INSTITUTE OF LOS ANGELES

3845 SELIG PLACE
LOS ANGELES, CA 90031
(323) 224-3800
Fax (323) 224-3810

JOB ANNOUNCEMENT

POSITION: Early Childhood Assistant

SALARY RANGE: \$9.44 - \$13.22

STATUS: Non-Exempt, On-Call (Substitute)

Under the supervision of the Site Supervisor and Classroom Teacher, the Early Childhood Assistant is responsible for assisting in planning and implementing an educational program for children.

DUTIES AND RESPONSIBILITIES – include but are not limited to the following:

1. Assists in supervising the children at all times to ensure their health and safety.
2. Assists in maintaining daily and long-term records on the children.
3. Assists in completing children's assessments and may aid in parent conferences.
4. Attends and participates in meetings and in-service trainings.
5. Assists in the recruitment and enrollment of children.
6. Performs light house keeping duties as needed.
7. Performs other job related duties as assigned.

REQUIREMENTS:

1. Must be 18 years of age or older.
2. Must be a high school graduate or have completed a GED.
3. Must possess an Assistant Teacher Child Development Permit or have completed six (6) ECE/CD units.
4. Must be able to read and write English.
5. Bilingual Spanish preferred.
6. Must be in good physical health and have physical abilities to provide a safe environment for children.
7. Must have a current TB clearance, and must clear a Criminal Record Background Check prior to employment.

JOB SITE LOCATION: Work will be performed within the Child Development Division service area.

The International Institute of Los Angeles is an equal opportunity employer. Women and minorities are encouraged to apply. All applicants are required to complete an IILA employment application. The Institute will not accept resumes in lieu of an IILA application. Interested applicants may obtain an employment application at 3845 Selig Place, Los Angeles, CA 90031. Position is open until filled. Send resume and application to:

Sandra Roman
International Institute of Los Angeles
3845 Selig Place
Los Angeles, CA 90031

Qualified applicants will be contacted for an employment interview. References will be required at time of interview.