

**Job Announcement – Teacher Assistant (Full Time and Part Time)**

**General Summary:**

This is a full time position under the supervision of the Site Supervisor and Classroom Teacher. The Teacher Assistant is responsible for assisting in planning and implementing an educational program for children.

**Essential Functions:**

Within a teamwork environment, the essential functions of the job include the following responsibilities:

* **Ensuring that children entrusted under our care are properly supervised at all times.**
* **Create and maintain a safe and healthy setting that fosters children’s social, emotional, intellectual and physical development and that respects their dignity and their contributions.**
* **Assist with maintaining daily and long-term records on the children.**
* **Assist Teacher’s with completing children’s assessments and parent conferences.**
* **Attend and participate in meetings and in-service trainings.**
* **Assist in the recruitment and enrollment of children.**
* **Perform light housekeeping duties as needed.**
* **Must continue early childhood education by completing a minimum of two (2) ECE units per fiscal year.**
* Compiles with child abuse reporting laws.
* Staff will be required to rotate schedules, and may be assigned to provide coverage at different sites based on the needs of the department.
* **Perform other duties as assigned.**

**Job Requirements:**

* **Must be available to work Monday through Friday from 6:30 AM-6:00 PM**
* Must be 18 years of age or older and high school diploma or equivalent preferred.
* Must have completed six (6) ECE/CD units.
* Must possess fluency in English to read, write and speak English, Bilingual Spanish skills a plus.
* Must provide proof of current immunizations (TB clearance, MMR, TDAP, Influenza and COVID-19).
* Criminal Record Background Check Clearance is required prior to employment.
* Must complete and pass a health screening or provide proof of prior health screen within the past 12 months that contains all required information.
* First Aid and CPR Certification is required within the first 60 days of employment.
* Must provide copy of current state issued ID/driver’s license or Permanent Resident Card.
* Must provide a copy of unofficial transcripts.
* Must have the ability to supervise the children’s environment and have the ability to respond to practices or situations that endanger the health or safety of the children.

**Salary Range:**  The starting salary for the Teacher Assistant is $16.50/hour.

**Benefits Package:**

We offer an excellent benefit package to our employees. It includes 100% Employer Paid Medical, Dental HMO, Vision, Employee Assistance Program (EAP) and Basic Life and AD&D insurance. We also offer Voluntary Life, Accident, Hospitalization, Critical Illness and Long Term Disability insurance policies in which you may choose to enroll. We have a generous Paid Time Off program, 10 Paid Holidays and one Personal Day each year as well as a 401 (k) retirement plan with a Safe Harbor Match where we match your contribution dollar for dollar up to a maximum of 4% of your total compensation along with an annual profit sharing plan (vesting applies). We also work a standard 37.50-hour workweek to allow our employees a good work life balance.

For our part time employee’s, we offer a generous Paid Time Off (PTO) program, 10 Paid Holiday, one (1) Personal Day and a 401 (k) plan with Safe Harbor Match and a profit sharing plan (vesting applies).

**Physical Demands:**

The selected employee must be able to meet the following physical demands:

* Performing physical activities that require the incumbent to stand or walk most of the time with bending, stooping, squatting, twisting, and reaching.
* Activities often also require considerable use of arms and legs, such as in the physical handling of materials; including lifting of objects weighing up to 25 pounds.
* Ability to work in an environment with constant noise and flexibility to respond quickly to frequent movements.
* Abilities required by the job include near and distance vision, talking and hearing.

**Application Information:**

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application. Please visit [www.iilosangeles.org/about/careers/](http://www.iilosangeles.org/about/careers/) to download IILA’s employment application.

Please forward your resume, cover letter and your completed application to:

Veronica Leon

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