



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, and Influenza).
- 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 \$15.00/hour.

Benefits Package:

We offer an excellent benefit package, which includes Medical, Dental, Vision, Basic Life and AD&D, Voluntary Life, Accident and Critical Illness insurance options along with a generous Paid Time Off program, 10 Paid Holidays and a 401 (k) retirement plan with a generous Safe Harbor Match and an annual profit sharing contribution (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 found on our web site at www.iilosangeles.org

Send resume and application to:

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