

**Job Announcement – Teacher (Full Time)**

**General Summary:**

This is a full or part time position under the supervision of the Site Supervisor. The Teacher will be responsible for the supervision and instruction of preschool children in the classroom. This position also includes teaching duties and supervision of the Teacher Assistants.

**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 safe and healthy settings that foster children’s social, emotional, intellectual, and physical development and that respect their dignity and their contributions.
* Act as a role model for communication, literacy, and conflict resolution and help each child develop sense of awareness and self-esteem, and to accept and express his/her feelings.
* Compiles with child abuse reporting laws.
* Conduct daily inspections of the childcare center and remove any hazardous materials or debris. Supervising the children to ensure their health and safety and compliance of all safety practices and policies.
* Participate in team planning, and implementing a developmentally appropriate approach using the High/Scope Curriculum.
* Complete weekly and, as needed, ongoing anecdotal, children’s assessments and conduct two (2) parent conferences per year.
* Maintain and update all required forms and documentation. Submit completed paperwork in a legible, accurate and timely manner.
* Supervise and evaluate the Teacher Assistant and volunteers.
* Participate in the recruitment and enrollment of the children as needed.
* Attend and participate in mandatory meetings and in-service training.
* Perform light housekeeping duties and tasks.
* Participate in special events, including fund-raisers, field trips, parent meetings, etc.
* Must continue early childhood education by completing a minimum of two (2) ECE units per fiscal year.
* 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 that may be required as assigned.

**Job Requirements:**

* **Must be available to work Monday through Friday from 6:30 AM-6:00 PM.**
* Must possess a Child Development Teacher or Associate Teacher Permit and have a minimum of one (1) year experience in early childhood education and/or childcare programs for young children.
* Must provide proof of current immunizations (TB clearance, MMR, TDAP, and 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.
* Must provide a copy of current CPR and First Aid certification, Completion of a 15 hour Safety and Health Certification and unofficial transcripts.
* Must complete and pass a health screening or provide proof of prior health screen within the past 12 months that contains all required information.
* Must provide copy of current state issued ID/driver’s license or Permanent Resident Card.
* Must possess fluency in English to read, write and speak English. Bilingual Spanish skills a plus.
* 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.

**Physical Demands:**

The physical demands described below are representative of those that are required to successfully perform the essential functions of the Teacher position:

* 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.

**Salary Range:**  The salary range for Teachers is between $18.50-$21.00/hour DOE.

**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 (up to 5 weeks per year), 11 Paid Holidays plus 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). At IILA, we work only 37.50 hours each week to allow our employees the opportunity to enjoy a better work/life balance so they may spend more time with their family and friends.

**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:

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