

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

**General Summary:**

This is a part 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 (COVID-19, 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 this position starts at $19.00/hour.

**Benefits Package:**

We offer an excellent benefit package, which includes a generous Paid Time Off (PTO) program, 11 Paid Holidays plus one Personal Day per year and a 401 (k) plan with Safe Harbor Match where we match your contribution dollar for dollar up to 4% of your total compensation along with an annual profit-sharing plan (vesting applies).

**Physical Demands:**

The physical demands described below are representative of those that are required to successfully perform the essential functions of the Teacher Assistant 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.
* 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 must complete an IILA employment application. To download our application, please visit our web site at [www.iilosangeles.org/about/careers/](http://www.iilosangeles.org/about/careers/).

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

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