

**Position: Infant/Toddler Teacher**

**The Boys & Girls Clubs of Huntington Valley** has been operating preschool programs in this community since 1982 and is a quality rated preschool. We are a non-profit organization that strives to provide the highest quality care to the families of our community, we work diligently to ensure the health and safety of all the children and families we serve.

**Reports to:** Site Directors

**Available:** Immediately

**Locations:** Fountain Valley, CA and Huntington Beach, CA

**Rate:** Based upon experience, education and permits received (Range $16.00-$21.00 an hour)

**TEACHING POSITION AVAILABLE-Full Time and Part Time**

* **Ages 6 weeks to 14 months**- **Monday to Friday (7:30 am-1:00 pm)**
* **Ages 6 weeks to 14 months- Monday to Friday (12:30 pm-6:00 pm)**
* **Ages 12 months to 2 years- Monday to Friday (7:00 am-12:30 pm)**
* **Ages 12 months to 2 years- Monday to Friday (9:00 am-6:00 pm)**

**Responsibilities**

* Create a program that meets the emotional, physical, intellectual, and social needs of both the individual and the group.
* Implement a program that respect for the background, cultures, and need of all children, and staff in order to promote diversity.
* Engage with the children and encourage their involvement in all activities.
* Cultivate a warm and safe environment that is orderly, clean, and appealing and permits the child to grow and explore.
* Plan and implement weekly lesson plans that reflect the Center’s developmental philosophy and mission, incorporating DRDP measures as milestones.
* Cooperate with Directors, co-teachers, and all other staff in a positive manner.
* Create and maintain good communications with parents daily and as needed, can also be by phone or letter.
* Observe, record, and report significant individual and group behavior.
* Keep staff, parent, and child’s information confidential, including evaluations, assessments, documents letters, portfolios etc.
* Exhibit and utilize appropriate and positive discipline consistently
* Implement program goals and developments and update frequently.
* Continue your education by taking a minimum of 3 college units per year.
* Participate in a minimum of 21 hours of professional growth training hours per year.
* Create curriculum and environment that will help prepare children for later academic success (Kindergarten and beyond).
* Track of supplies in the room and inform office staff when supplies run low.
* Perform related duties as assigned.

**Job Requirements**

* **Minimum 12 ECE units, Infant/Toddler Units A MUST!**
* Live Scan fingerprinting
* Health screening, MMR, TDAP, Influenza, and TB test, First Aid & CPR

**Qualities:**

Hard working dedicated professional who is honest, loyal decisive, and credible. Self-starter, who values integrity, is passionate about children, and willing to sacrifice to accomplish team goals.

**Language:**

Ability to read and interpret documents such as safety rules, policy and expectation documents, staff agreements, evaluation requirements, curriculum/materials, and student assessment documents. Ability to effectively document classroom observations, analyze data to improved instructional practices and correspond with staff from all levels. Ability to speak before groups of staff, governing board, administration, and parents.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit and reach with hands and arms. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Acknowledgment:**Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at-will, shall be for no specific duration, and may be changed or terminated at any time. Nothing in this job description/posting is intended to create an employment contract, implied or otherwise.

**Equal Employment Opportunity Policy**

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breast feeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

**COVID-19 considerations**

The safety of our employees and members is always the Club’s #1 priority. The Club

takes numerous safety precautions to mitigate the risk of COVID-19 within our Club

community. The Club follows all state and local regulations.

**WHEN APPLYING - ATTACH RESUME ALONG WITH UNOFFICIAL TRANSCRIPTS**