



Job Title: ASSOCIATE TEACHER

Salary: DOE, Education and Permit Status

Hours: Part Time, non-exempt

Start Date: February 2018 or as soon as position is filled

Organization: The East San Gabriel Valley Japanese Community Center (ESGVJCC) is a not for profit organization dedicated to foster and preserve the cultural heritage unique to Japanese American ancestry; and to serve the community through social services, artistic, recreational, and educational programs.

For over 67 years, the ESGVJCC has been bridging culture, family and community in the San Gabriel Valley, greater Los Angeles county, and Inland Empire. As one of ten Japanese American community centers in Southern California, the ESGVJCC offers Japanese classes in language, arts, and music with a focus on programming for youth and seniors. The ESGVJCC has a rich history that stems with a deep sense of volunteerism and a commitment to the community. With over 30 programs and 10 events per year, the ESGVJCC strives to be a resource our families and community while preserving our cultural heritage. esgvjcc.org

Summary Statement:

Under the supervision of the Director of the ESGVJCC Kokoro no Sato Infant Care Center, the Associate Teacher is to assist the Lead Teacher in planning of weekly themes, lesson plans and daily activities as well as observe, record and assess each child's individual growth and development. He/she is to maintain a safe, healthy environment for children at all times and actively engage in daily activities and routines with children. Lastly, the Associate Teacher is to ensure compliance with all California Department of Social Services rules and regulations.

Duties and Responsibilities:

- Support the Director and Lead Teachers in implementing Kokoro no Sato Infant Care Center policies, curriculum planning, education objectives, and program development
- Supervise children and classroom activities
- In collaboration with other staff, maintain an ordered arrangement, appearance, decor, and learning environment of the classroom, and make suggestions to the Director and Lead Teachers regarding instructional materials and equipment necessary to carry out the program.
- Implement daily curriculum.
- Lead various areas of program at specified times including planning and leading circle times.

BRIDGING CULTURE, FAMILY, AND COMMUNITY

1203 West Puente Avenue | West Covina, CA 91790 | P 626 960 2566 | F 626 960 0866 **ESGVJCC**

The East San Gabriel Valley Japanese Community Center is a 501(c) (3) non-profit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation. Federal Tax ID # 95-6100417.



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- Prepare materials for daily activities, songs, stories, art and cooking projects.
- Follow Title 22 and Title 5 State Licensing Requirements, Kokoro no Sato Infant Care Center policies, and procedures.
- Keep records of children's progress through Desired Results and anecdotal records.
- Maintain records on attendance, daily routines, and meals.
- Communicate with the Director and Lead Teachers regarding difficult individual child behavior.
- Supervise Assistant Teachers, volunteers, and parents when Director is not present and provide feedback.
- Share the duties of mealtime preparation and housekeeping, including inspecting yard and playground and removing and/or reporting any hazards and trash.
- Attend meetings, in-services, workshops, professional growth opportunities, and other CDR functions.
- Other duties as assigned.

Qualifications:

- Bilingual in English & Japanese preferred
- Associate Teacher Permit from the California Commission on Teacher Credentialing
- One year experience working with children birth to two years in home or center setting.
- Strong organizational skills
- Strong work ethic, self-directed, able to coordinate multiple tasks, and highly motivated
- Ability to work well independently, proactive and self-motivated
- Ability to work as a member of a team with people from varying backgrounds and experiences
- Able to thrive in flexible, evolving situations and manage changes effectively
- Able to effectively and efficiently address problems with open communication
- Able to plan work schedule respective to program needs, including working evenings or weekends when needed
- Must be physically able with the ability to lift at least 25-40 lbs
- Demonstrate excellent communication skills, both written and oral
- Professional manner, strong interpersonal skills, diverse cultural competencies and strong client orientation
- Must have reliable transportation

Education and/or Experience: B.A./B.S. in Early Childhood Education or related field; enrollment in Early Childhood Education or related field at accredited university/college; or CDA credential/equivalent. Two or more years experience working with children birth to five years, or school age, in a center setting.

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Compensation and Benefits: Competitive, as a small non-profit 501(c) (3) organization and based on experience. Flexible work schedule.

To Apply: Interested applicants should submit a resume and cover letter to Pearl Omiya, Executive Director, pomiya@esgvjcc.org. Applications will be accepted until position is filled.

The East San Gabriel Valley Japanese Community Center (ESGVJCC) reserves the discretion to change this job description at any time. The ESGVJCC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, genetic information, disability, marital status, domestic partner status, or medical condition.

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