



## EMPLOYMENT OPPORTUNITY

Position: **ASSISTANT TEACHERS**  
Hourly Salary: AA Degree – Starting at \$16.50 & Depending on Qualifications & Experience  
BA Degree – Starting at \$17.50 & Depending on Qualifications & Experience

**APPLICATION PROCESS:** Please send Resume and Unofficial Transcripts - thank you.

### **ATTRACTIVE BENEFITS:**

**Employer Paid - Medical, Dental and Life Insurance; Vision Savings Eye Care Program**  
**Employer Assistance Program**  
**Voluntary Long Term Disability Insurance**  
**Commuter Benefits**  
**403(b) Retirement Plan Benefits - 8% funded by employer**  
**Paid Holidays, Paid Vacation, Paid Personal Days and Paid Sick Time**

### **JOB DUTIES:**

Duties of the position will include, but are not limited to, the following:

1. Assist with planning and implementing curriculum activities.
2. Assist with planning and setting up indoor and outdoor environment.
3. Supervise and team-teach a group of 20 children.
4. Assist with classroom record keeping (i.e. Learning Genie/Portfolios)
5. Assist teachers in conducting home visits for each child enrolled in the Head Start program.
6. Collaboration with Family Engagement team and events.

### **QUALIFICATIONS:**

1. High School graduate or equivalent. AA Degree preferred with Child Development Associate Teacher Permit desirable.
2. Previous work experience in a licensed childcare center or comparable group Child care program for at least 1 year.
3. Proof of completion of core ECE courses (ECE201 Child Development, ECE210 Early Childhood Education Principles, ECE211 Early Childhood Education Curriculum, ECE212 Child, Family and Community).
4. Knowledge of Early Childhood Education practices and techniques.
5. Valid California Associate Teacher Permit or qualified for an Associate Teacher's permit
6. Bilingual in Spanish desirable.

### **SELECTION PROCESS:**

**Applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. The best candidates for the position will be invited for a panel interview. Please submit copies of transcripts, degree(s) and any certification along with the cover letter and resume.**

**SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION**

### **HEALTH AND OTHER REQUIREMENTS:**

**Physical Examination, TB Test, Immunizations and CPR upon employment**  
**Fingerprint Clearance/Child Abuse Index/Criminal Record Statement/NSOPW**

**APPLY:** Attn: Human Resources Department  
Institute for Human and Social Development  
155 Bovet Road, Suite 300  
San Mateo, CA 94402  
E-Mail to: [hr\\_resume@ihsdinc.org](mailto:hr_resume@ihsdinc.org)

**AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER**