



Chinatown Service Center

POST 09/2008

Job Announcements

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Head Teacher / Site Supervisor

Salary Range: Starting \$14.00 per hour

Open Date: 4/5/2010

Closing Date: 4/23/2010

**** Or when sufficient applications have been received.

Summary of Duties:

Under the direction of the Director, the Head Teacher will be responsible for supervision of children and implementing the Child Development Center curriculum. In addition, the Head Teacher will also be responsible for the supervision of the Center and its daily operation in the Director's absence. This is a full-time, non-exempt position.

Example of duties:

- Supervise children throughout the day, including lunch and rest time and insure that children leave the Center with a parent or other authorized adult.
- Maintain developmental records on children including assessment of each child's individual progress and needs for future growth.
- Planning and implementation of curriculum.
- Provide a classroom atmosphere that respects each child's cultural and ethnic background and supports diversity in an anti-bias manner.
- Establish positive relationships with parents.
- Supervise the Center in the absence of the Director. Assist the Director in supervision of Teachers and Assistant Teacher, including conducting weekly meeting to develop lesson plans and discuss children's needs and progress.

Qualifications:

- AA degree in Early Childhood Education & 3 units of supervised field experience in ECE or equivalent experience (Courses must include: Child Growth & Development, Child Health, Preschool Curriculum or Home, School, & Community Relations; Child Psychology, Children's Nutrition, Children's Literature, etc.).
- Valid CA Child Development Site Supervisor Permit.
- Fingerprint & TB Clearance prior to employment.
- Fluency in Chinese, Vietnamese or Spanish and English.
- Valid CA Driver's License and proof of insurance.

Please forward your resume to
Chinatown Service Center Human Resources / Amy Atondo
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**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations available upon request to individuals with disabilities.**