

PUENTE Learning Center
Early Childhood Education Program
Early Childhood Education Teacher Aide

About PUENTE Learning Center

PUENTE Learning Center, a nonprofit, nonsectarian educational organization, is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 3 to 80+ including Digital Innovations, English as a Second Language, Adult High School Diploma, and more. PUENTE operates an award-winning Early Childhood Education (ECE) Program and Charter Elementary School, after school and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community, having served over 100,000 students in our 34-year history.

The ECE Program at PUENTE Learning Center offers early childhood high quality learning that focuses on the social-emotional development, language and literacy, English-language development, and mathematics to children in a family-centered, technology-based learning experience designed to help them start the process to build a solid foundation for lifelong academic achievement.

Responsibilities

The ECE Teacher Aide in the ECE Program will work in a community where children, parents, teachers and administrators are actively involved as partners in teaching and learning. Teachers Aides will assume responsibilities including, but not limited to, the following:

Educational

- Work with ECE staff to offer children a standards-based, stimulating and nurturing program and environment that meets student's individual and group needs.
- Work with the school Administrator and other instructional staff to develop a curriculum that aligns with California Content Standards and the school's charter.
- Work with Teachers and other Teacher Aides to assess individual student learning needs and evaluate student outcomes.
- Participate in a team education approach.
- Utilize innovative strategies to motivate children at every level of the learning spectrum.
- Help to identify students with special needs and, if requested, participate in assessing student needs and to create and implement appropriate Individualized Education Programs.
- Demonstrate appreciation for and sensitivity to the diversity among individuals and the unique learning needs of each individual student.

Professional Development

- Model and promote positive interpersonal communication and problem-solving skills.
- Assume responsibility for professional growth which may include, but is not limited to, attendance at conferences, meetings, observations and in-service training.

Consultation

- Participate in parent-teacher conferences as required.
- Oversee student drop-off and pick-up procedures to ensure student safety.
- Supervise students during outside play times.
- Participate in teacher-team meetings to ensure consensus and unity in meeting ECE goals.

Leadership

- Act as a role model and resource for students and other staff members.
- Demonstrate and encourage creativity, flexibility and teamwork.

Preferred Qualifications

- Qualified applicants will have at minimum a high school diploma and must have also completed a minimum of 12 core units of Early Childhood Education (ECE) or Child Development (CD).
- Two years in a licensed center/school serving children 3 to 5 years of age.
- Applicants should be technology literate and comfortable incorporating technology into instructional programs.
- Bilingual (English-Spanish) candidates are a plus.
- Must have an interest in becoming part of a small, dedicated team that works tirelessly to meet rigorous academic outcomes, take part in parent-participation projects, cooperate in a variety of school-community events and assume responsibilities both within and beyond the classroom.
- Available for occasional evening and weekend hours may be required to participate in school functions and to attend a variety of meetings.

Physical Demands

The physical ability to care for and engage young children in activities which includes: lifting up to 25 pounds, standing and walking up to 4 hours per day, and bending and squatting to work at child's eye level.

Special Requirements

Prior to hire, the following must be assured:

- Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.
- Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR). Mandatory CPR and Pediatric First Aid certificate, which employee is responsible to maintain for the duration of their employment.
- Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and Child Abuse Central Index prior to starting work.

Salary commensurate with experience.

To apply, please send a cover letter and resume via email to Tesa Marquez, Administration and HR Manager, at tesa@puente.org. No phone calls please.

Review of applications will begin immediately.