

## **PUENTE Learning Center Early Childhood Education Teacher**

### **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 its over 35-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**

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

#### **Educational**

- Develop and maintain a standards-based, stimulating and nurturing program and environment that meets student's individual and group needs
- Work with the school Leadership Team and other instructional staff to develop a curriculum that aligns and promotes children's progress across the standards described in the CA CDE Preschool Curriculum or Foundations Frameworks
- Ensure effective curriculum implementation and use of assessment data while including implementing the developmental and behavioral screenings, Desired Results Developmental Profile (DRDP), Individualized Goals, Transitional Plans, Observational Notes, Portfolio Assessment, Individual Lesson Plan activities for all children including those with diagnosed disabilities, and use of child outcomes and school readiness reports to develop the child's educational plan
- Evaluate classroom quality using the Early Childhood Education Rating Scale (ECERS).
- Advance children's intellectual and physical development, including improving the readiness of children for school by developing their literacy, phonemic, and print awareness, understanding and use of language and increasingly complex and varied vocabulary, appreciation of books, understanding of early math and science, problem-solving skills, and approaches to learning
- Establish and maintain a healthy learning environment
- Support children's social and emotional development
- Encourage family involvement of the children in the preschool program and support the development of relationships between children and their families
- Plans and implements the individualized lesson plans for the children in the classroom
- Creates daily classroom lesson plans in accordance with established curriculum.
- Develop and apply a variety of instructional strategies and learning methods
- Assess individual student learning needs on an on-going basis and evaluate student outcomes for instructional purposes
- Utilize innovative strategies to motivate children at every level of the learning spectrum
- Help to identify students with special needs and participate in assessing student needs and to create and implement appropriate Individualized Education Programs

- Implement established school-wide and classroom Positive Behavior Support (PBS) program; reinforcement systems, behavioral expectations and consequence guidelines, prescribed level system program and assists with maintaining corresponding data collection/record keeping systems
- Maintain safety of students through close observation and monitoring through “line of sight” supervision. Utilizes optimal strategies of physical proximity; remaining alert at all times, and using analytical forethought to anticipate potentially volatile or unsafe situations to proactively intervene
- 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, observation and in-service training
- Meet with instructional colleagues on a daily/weekly basis to reflect upon teaching, share best practices, analyze data and improve instructional practices

### **Consultation**

- Participate in parent-teacher conferences as required
- Participate in teacher team meetings to ensure consensus and unity in meeting charter goals

### **Leadership**

- Act as a role model and resource for students and other staff members
- Demonstrate and encourage creativity, flexibility and teamwork
- Be willing to assume responsibilities outside of the classroom in order to fulfill the vision of the program

## **EMPLOYMENT WORK-YEAR**

- Traditional, single track calendar from August to June, with multiple breaks throughout the school year
- Occasional evening and weekend hours are required to participate in school functions and to attend a variety of meetings

## **PERSONAL ATTRIBUTES**

- Dedication to mission driven work. Passionate advocate for the mission and those being served through the organization and school.
- Outstanding communication skills and a collaborative and communicative work-style.
- Must have an interest in becoming part of a dedicated team that works to meet rigorous academic outcomes.
- Cooperate in a variety of school-community events and assumes responsibilities both within and beyond the classroom with a professional attitude.
- Enthusiasm for on-going acquisition of knowledge across all subject areas.
- Constant learner who seeks to expand their knowledge for all subject areas and open to new ideas and innovations to enrich their work.
- A person who is comfortable with change for the growth of the child and school.
- Commitment to diversity, equity, and inclusion.
- A positive attitude is a must.

## **EDUCATION, CREDENTIALS AND EXPERIENCE**

### **Qualifications**

- Must possess a current CA Child Development Teacher Permit or higher or 12 units in Early Childhood Education/Child Development including core courses.
- 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 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.

Job Type: Full-time

Salary: \$19.00 - \$23.00

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at [tesa@puente.org](mailto:tesa@puente.org). No phone calls please.

Review of applications will begin immediately.