

**JOB ANNOUNCEMENT
INFANT/TODDLER TEACHER ASSISTANT**

HOURLY SALARY RANGE: 7.50 7.91 8.35

HEALTH BENEFIT: Full Time Employees Only - Up to \$220.00 for individual Medical, Dental and Vision Insurance.

BENEFITS: Full and Part Time Employees

- Paid lunch break, 12 holidays, 12 sick and 10 vacation days per year (prorated for part time employees).
- Educational leave for approved classes.
- Fees for training, First Aide/CPR, fingerprints and permits.
- Membership in Credit Union.
- Closed (vacation) between Christmas and New Years Day.
- Employment is partial eligibility for stipend from LA County First 5. (Past stipends have been from \$500 to \$3,500).

DEFINITION: The teacher assistant helps to supervise infant/toddler individually or in groups under direction of Infant/Toddler Teacher and helps to provide the care, guidance and developmental experiences to meet the appropriate developmental and emotional needs of the infant/toddlers.

MINIMUM

QUALIFICATIONS: Education: High School Diploma or equivalent (GED) or a child care certificate plus six units in child development or 2 years experience in center based infant program required.
Experience: Experience in Early Childhood Education

GENERAL

QUALIFICATIONS: Must exhibit a desire and ability to work with children and have awareness of children's cultural differences.

SPECIFIC

- DUTIES:**
- Under the guidance of the teacher, provide support in all aspects of the program and assist with required documentation.
 - Cooperate with staff and be accountable to teachers and site director.
 - Aide in planning infant/toddler activities
 - Attend in-service trainings
 - Assist in the evaluation of daily programming with the interest of improving teaching and working relationships.
 - Share responsibility for maintaining an effective living and learning environment for infant/toddlers
 - Responsible for diapering/feeding of assigned children
 - Attend parent meetings (At the supervisor's request)
 - Keep classroom neat and orderly, maintain equipment in good condition.
 - Observe the daily health condition of each infant/toddler.
 - Record daily feeding and diapering information.
 - Implement potty training plans
 - Record and/or Report developmental information to teachers.
 - Perform other related work as required
 - Additional duties as requested by teacher or Site Director.

SPECIAL

REQUIREMENTS: Bi-lingual preferred (Spanish/English), must meet health requirements, give recent proof of TB Test and Finger Print Clearance.

SEND RESUME: L.A. Child Care, Attn.: Andrea Joseph, 2701 N. Main St., LA CA 90031

(Rev 11/06)

Los Angeles Child Care and Development Council is an Equal Opportunity Employer