



CHILD DEVELOPMENT
— CONSORTIUM OF LOS ANGELES —

JOB DESCRIPTION

Lead Teacher

Reports to Site Supervisor

Required Education and Experience:

- AA degree in Early Childhood Education or Child Development OR 24 semester units in ECE and 36 General Education Units
- Child Development Site Supervisor Permit or the equivalent
- Minimum of 3 years teaching experience
- Fingerprints, Child Abuse Index, TB and Health Clearances.
- Pediatric First Aid, Pediatric CPR, and Preventive Health and Nutrition acceptable to Licensing

Required Knowledge and Abilities:

- Knowledge of child development principles and young children.
- Knowledge of developmentally appropriate curriculum planning
- Ability to establish and maintain effective working relationships with children, parents and staff.
- Ability to communicate effectively in both verbal and written communications.
- Ability to be flexible

Responsible for:

- Overseeing site operations and daily functions according to CDCLA policies and procedures when the Site Supervisor is not present
- Planning and implementing appropriate program for children each day based on HighScope
- Supervising Assistant Teachers, Aides, interns and volunteers in the classroom
- Participating in the observation and evaluation of each child's progress and complete developmental assessments, as required
- Conduct biannual parent conferences for each child in the Center
- Assist with the functioning and monitoring of nutrition and food service
- Working cooperatively with staff members, CDCLA administration and parents
- Accurately complete all assigned paperwork and documentation on a timely basis
- Actively participating in all trainings and staff meetings
- Other responsibilities as assigned

Compensation:

Commensurate with education and experience. Full-time, permanent, non-exempt position. Benefit package includes health, dental, and life insurance. 403(b), vision, and AFLAC available.

Selection Process:

Please visit our website <http://www.cdcla.org> for an application. Required documents include CDCLA application, resume, and copy of transcripts.