

Los Angeles Trade-Technical College Career Center | E5-413

(Visit the Career Center or email Sec@lattc.edu to apply for posted positions)

Child Development

Part Time

Job Title:	Program Leader (posted 6/29)	Job Number: 5151
Hours/Days:	Monday-Friday	Salary: \$14-15/hour
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: High School Diploma or G.E.D. Required; 48 semester/60 quarter units OR pass a pre-employment test; Ability to speak and write Standard English appropriate in a public-school setting; At least six months experience working with a group of 10 or more students in a classroom, afterschool, or recreation environment; Advanced Math and English skills (K - 8); Excellent communication skills (Written and Verbal).; Support our English-learner population by being bi-literate (Spanish preferred); Ability to speak or write another language other than English is helpful; Must be willing to travel to off-site meetings, trainings, and events; Must pass a criminal background check (Live Scan fingerprinting) prior to beginning employment; Must present proof of negative Tuberculosis skin test (Mantoux) prior to beginning employment dated within 60 days prior to hire date.</p> <p>Job Description: Program Leaders work with an assigned group of students, student to staff ratio is contingent upon CDC guidelines. This is a part time position that could be in-person, virtual or hybrid depending on district and location. Program Leaders act as a positive adult role model, coach, and mentor. Program Leaders must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students they teach. A Program Leader's ability to establish authority and connections through leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed. Ensuring that Think Together students reach their potential takes a tremendous amount of hard work, flexibility, and commitment. Provide homework assistance, academic enrichment and physical activity using curriculum and materials provided by the program; Work directly with a group of 20-25 students in a classroom setting, implementing classroom and behavior management strategies; Assist daily with snack preparation, serving and clean up; Assist in set up, break down, and ongoing maintenance to keep the school or community site clean and orderly; Maintain student safety by taking roll and reviewing sign-in/sign-outs for students; Distant Learning; Provide learning support and engaging student experiences, using program design and curricular models through Think Togethers strategic partnerships; Create and utilize virtual engagement strategies to create positivity, encouragement and excitement for learning; Supplement school-day learning with academic enrichment that aligns with district curriculum; Attend regular meetings, trainings and daily check-ins; Work collaboratively with other team members within virtual classrooms; Collect daily student attendance and input accurate data in the Student Information System; Responsible for facilitating program through distance learning. Distance learning facilitation can be live online with students or pre-recorded using digital platforms.</p>	

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Part Time

Job Title:	Teacher Assistant (posted 6/29)	Job Number: 5140
Hours/Days:	Monday-Friday	Salary: \$15/hour
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: Enrolled in a minimum of 12 semester units per school year; Team player, flexible, bilingual in Spanish.</p> <p>Job Description: 3 hour teacher assistant.</p>	

Full/Part Time

Job Title:	Preschool Teacher or Assistant Teacher (ongoing)	Job Number: 4912
Hours/Days:	Monday-Friday	Salary: \$15/hour
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: Able to pass a background check and work with children.</p> <p>Job Description: Teachers and Assistants will create a safe, fun and interactive learning environment for children to develop social, motor and personal hygiene skills. Engage with children to establish and reinforce positive behaviors. Preschool Teachers manage classroom activities including lesson plans, imaginative play, bathroom breaks, meals and rest times.</p>	

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Child Development

Full Time

Job Title:	Teacher (posted 6/29)	Job Number: 5143
Hours/Days:	Monday-Friday	Salary: \$17/hour
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: 1 year teaching experience; 1 year childcare experience; Teacher Permit required; Associate Degree.</p> <p>Job Description: The Teacher will be responsible for providing supervision of children individually, or in groups a will provide the care, guidance and developmental experiences necessary to meet the appropriate educational and emotional needs of the children. This position is responsible for all aspects of the program and after-school requirements and activities in accordance with established Title 5 and Title 22 regulations. The teacher will maintain and be responsible for the health and safety of participants and assessing the eligibility of all participants enrolled in the program and will assist the Lead Teacher with all aspects of the school program. Essential Job Responsibilities: Prepares and plans purposeful activities according to set criteria; Monitors and maintains the evaluation of the daily programming in the interest of improving teaching and working relationships; Maintains and monitors the enrollment status; Provides information, documentation, and reports of the activities of the program; Maintains classroom cleanliness, order, and maintenance of classroom equipment; Maintains the physical care of the school program participants and the children; Attends and participates in mandatory staff meetings, service training and workshops; Ensures the Health and Safety of the physical facility, staff, children, and participants. Sets up for all activities; Participates in the school program children’s activities; Maintains appropriate and positive relationships with children, families, parents, guardians, and co-workers; Performs other duties as assigned.</p>	

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Child Development

Full Time

Job Title:	Family Support Specialist (ongoing)	Job Number: 4821
Hours/Days:	Monday-Friday	Salary: \$18.32/hour
Approximate Location:	El Monte	
Requirements:	<p>Skills Requirements: Early childhood development education and/or experience preferred. At least one year of experience working with children 0-5 or postpartum mothers in addition to at least one year of experience providing case management or home visitation preferred. At least one year of experience working with high risk/high need clients. High risk/high need pregnant or parenting women are defined as follows: At risk of developing maternal depression; Exhibit early signs of severe mental illness; Have substance use issue; In or at risk of entry/re-entry into the juvenile justice system; In or at risk of entry/re-entry into the criminal justice system; Special needs such as deaf/hard of hearing, developmentally delay, physical disabilities; Experiencing homelessness; Currently or previously in the foster care system; Who have been exposed to trauma; Involvement with the Department of Children and Family Services (DCFS). Bachelor's degree in social services or related field preferred. Experience with Parents as Teachers curriculum and working with an electronic record keeping software system preferred. Excellent organizational skills and an ability to manage and prioritize duties are necessary to be successful in this position. Excellent written and oral communication skills. Detailed oriented, following up on concerns, and understanding the systems which help insure quality of service and accurate record keeping. Good interpersonal skills, including the ability to work cooperatively as a team member. Knowledge of early childhood development and community resources. Effective screening and assessment skills and intervention strategies. Ability to handle confidential information appropriately. Demonstrated understanding and skill set to establish appropriate limits and boundaries with clients. Valid CA Driver License and maintains insurability on the Agency's Auto-liability policy (including a minimum of 2 years driving experience) and maintains the California state required auto insurance liability limits.</p> <p>Job Description: The Family Support Specialist (FSS) provides weekly family support and parent-child dyadic activities in the HFA home based program. The FSS will carry a caseload of 15 to 20 high risk/high needs prenatal women and/or women with children ages 0-5. The FSS will conduct needs/case management assessments, provide early child development curriculum to parents, case management to families, and administer developmental assessments for children and depression screenings for mothers. The FSS will support parents in learning how to appropriately respond to their child's cues and coach parents on strategies that foster and facilitate their child's emerging development.</p>	