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## JOB POSTING

### Substitute Early Head Start Center Based Educator Part-Time

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**Title:** Early Head Start Center Based Educator

**Reports to:** EHS Site Supervisor, EHS Managers, EHS Director

Pediatric Therapy Network (PTN) is an early child development and therapy center that provides quality services for children with developmental delays, medical concerns and those at risk for developmental issues. PTN provides early intervention, social skills programs, and speech, physical and occupational therapy to children ages 0 to 22 of all abilities. With a dedicated staff of 170 employees, PTN serves 2,500 children from all over Southern Los Angeles County at its clinics in Torrance and Long Beach, as well as at homes, schools and other community sites.

PTN also reaches innumerable children and families through educational products, trainings and contributions to research and evidence-based practice. An internationally renowned training and research center, PTN is committed to mentoring the next generation of therapists and healthcare professionals.

**Position Objective:** Direct learning activities of children according to the general guidelines of EHS/PTN's curriculum, as well as general supervision and management of the classroom environment.

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**General Description:** The Early Head Start Center Based Educator works collaboratively with the Early Head Start Director, Managers, staff, and consultant to provide high quality family-centered services. These services are in strict compliance with the Early Head Start Performance Standards.

#### **Curriculum:**

- ◆ Know, understand, and implement curriculum through planning developmentally appropriate activities
- ◆ Prepare and post weekly lessons plans in accordance with the curriculum guidelines
- ◆ Provide on-going assessments of infants/toddlers using appropriate assessment tools
- ◆ Participates in required staff development activities and planning meetings
- ◆ Plan special activities, field trip, class celebrations, etc.

#### **Children:**

- ◆ Assist children with the feeding, toileting, and personal care
- ◆ Provide an orientation of your class for new families
- ◆ Ensure safety and security of all children
- ◆ Be alert to the social, emotional, physical, and cognitive needs of children
- ◆ Maintain visual supervision at all times
- ◆ Understand and implement EHS/PTN discipline policy
- ◆ Observe and document significant individual and/or group behavior
- ◆ Document any suspected incident of child abuse or neglect and report it to the center director

- ◆ Never leave a child unattended
- ◆ Acknowledge children and parents at drop off and pick up times

### **Parents:**

- ◆ Display friendly attitude towards parents
- ◆ Communicate to parents that you are available daily to respond to questions and concerns
- ◆ Attend all parent meetings and conferences
- ◆ Facilitate parental understanding of a developmental approach to early childhood education
- ◆ Prepare a written evaluation of each child's progress as required by EHS standards
- ◆ Communicate with parents at drop off and pick up regarding parent's concerns and the child's day at school

### **Administrative:**

- ◆ Comply with state and local regulations regarding the care of children
- ◆ Maintain professional qualifications/certifications
- ◆ Attend supervision meetings, in-services, and training events as informed by supervisor
- ◆ Help to maintain accurate children's attendance
- ◆ Fill out accident/ouch reports on children immediately so parents are aware of the incident as soon as possible
- ◆ Fill out daily time sheets accurately
- ◆ Support in the implementation of lesson plans in a timely manner
- ◆ Notify site supervisor in a timely manner regarding needs for supplies and other provisions

### **Classroom & play yard environments:**

- ◆ Conduct an orientation for all children on classroom and play yard safety
- ◆ Orient and supervise floaters, assistants, and volunteers regarding the classroom and materials, equipment, and rules
- ◆ Create and maintain environments that provide choices and variety that are appropriate to the season and/or themes
- ◆ Create displays of children's art work
- ◆ Provide for care and proper use of furniture, equipment, and materials
- ◆ Keep school/classroom clean and orderly
- ◆ Ensure all bulletin boards are up-to date and frequently changed
- ◆ Conserve materials whenever possible
- ◆ Report and remove (when possible) potential hazards
- ◆ Ensure that all materials are put away prior to leaving for the day
- ◆ Assist in cleaning the center's materials
- ◆ Assist in food prep when necessary
- ◆ Create and maintain a nurturing and positive environment to promote children's self esteem

### **Other Responsibilities:**

- ◆ Keep the site supervisor and director informed of all necessary information including: client and staff complaints/incidents and planned/unplanned time off
- ◆ Other reporting as assigned by the site supervisor
- ◆ Be consistent and reliable in your arrival and attendance; it is an essential function of the employment in order to assure the proper operation of the school
- ◆ Provide documentation, as required, for tardiness and absences

**Physical requirements:**

- ◆ Must be able to lift children who weight up to 25 pounds
- ◆ Must be capable of bending, crouching, or kneeling to children's level
- ◆ Must be able to reach at and above the shoulder height to access higher areas of play equipment, etc.
- ◆ Must be capable of frequent changes of position throughout the work shift

**Education Requirements:**

- ◆ Completed a minimum of 12 semester units in Early Childhood (ECE units) in which 6 units must be in infant toddler.
- ◆ A bachelor's in a related ECE field or A.A. degree with a teachers permit from the Commission of Teacher Credentialing

**Special Requirements**

- ◆ Must submit a tuberculin skin test or chest x-ray, influenza, measles, mumps, rubella and TDAP vaccines
- ◆ All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work
- ◆ Must have the use of an automobile with adequate insurance coverage and a valid driver's license
- ◆ Fluent and bilingual in English, Spanish, and/or Arabic is highly desired

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Please submit your resume and a letter of interest to [jobs@ptnmail.org](mailto:jobs@ptnmail.org)

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*Pediatric Therapy Network is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender identity, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law.*