



Job Announcement

Dept: Children, Youth and Family Division

Position: Hourly

Title: Substitute Infant/Toddler Teacher Assistant Float

Program Title: Family Developmental Center

Reports to: Deputy Division Director

BRIEF DESCRIPTION: Join one of San Francisco's most dynamic and innovative social service agencies. Family Service Agency of San Francisco (FSA) is seeking Teacher Assistant Floats for our Family Developmental Center. Family Developmental Center offers a developmental childcare and school-readiness program for infants and toddlers (2 weeks to 3.8 years) and their families. This multicultural, developmentally challenging, and inclusive environment for every young children of low income, at-risk families, including those involving violence, abuse, teen parents, the involvement of Child Protective Services, or the criminal justice system. Infants from CPS referrals and teen parents in CalSafe are a priority.

Additional Benefits:

Family Service Agency also offers an excellent benefit package. Full-time /Part-time employees who work over 20 hours a week qualify to receive the following benefits: Medical, Dental, Life Insurance, 21 days paid vacation, 15 days paid sick leave, 3 days paid Personal Business Leave (PBL), 12 days paid holidays, Retirement Savings Plan, Transportation Plan, Cafeteria Plan.

Highlights of Duties:

- Strong team member sought to assist teacher in preparing educational materials and setting up classroom for daily activities, supporting classroom staff, children and parents.
- Supervises children under his / her care at all times to insure their safety.
- Works cooperatively as a team member with other staff to carry out assigned tasks including activities, child care duties, housekeeping tasks and record keeping so that all the required work for the room is completed in a timely manner.
- Greets parents or guardian cordially and professionally and exchanges accurate information concerning the child's needs and how his / her day has been daily.
- Records data related to child's development.
- Participates in staff meetings, parent meetings and in-service training as required.
- Assists in inventorying supplies and preparing orders.
- Assists with cleanups before, during and after activities as needed.
- Any other such job-related duty that may be required by the classroom teacher.

****Communication skills, openness and ability to work in a team are critical aspects of this position.**

** Teacher Assistant Floats are assigned to infant, toddler and preschool rooms according to center needs and demonstrated ability to work well with particular age groups. Teacher's Assistant's Floats may be assigned to work for absent staff or to maintain ratios. They may be assigned to any room and any work shift on any day.

QUALIFICATIONS:

- Must be a High School graduate or equivalent.
- Must hold State of California Commission on Teacher Credentialing
- **Teacher Assistant Permit** or at least 6 Early Childhood Education units

QUALIFICATIONS: (Continued)

- Must be a High School graduate or equivalent.
- Must have at least 3 Early Childhood Education units, plus some experience working in a childcare setting
- Must be willing to continue educational growth to obtain minimum qualifications of a Child Development Teacher Assistant/ Associate Teacher Permit.
- Must be able to pass a physical exam, to meet Title 22 regulations as required.
- Ability to lift 25 – 40 pounds as needed every day; this includes children and equipment.
- Ability to bend, stoop, sit on the floor, lower and raise self from floor during classroom activities and to use both hands to grasp securely on a consistent basis. Ability to move quickly in an emergency situation.
- Must be able to pass a TB test upon hire.
- Must pass a Department of Justice fingerprint clearance and a Child Abuse Index clearance as required by licensing.
- Demonstrated ability to work in a team.
- Ability to independently speak, understand, read and write English adequate
- to communicate effectively with children, parents and staff.
- Commitment to cross-cultural, multi-lingual education and sensitivity to community needs.
- Ability to relate to children and adults in a positive, respectful manner.
- Bilingual in Spanish or Chinese Dialects preferred.

SEND RESUMES TO:

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