

Job Title: Teaching Assistant
Location: Angelina Preschool and Community
Hours: 40 hours per week (Regular non-exempt)
Compensation: \$17 - \$18 per hour, depending on experience

Summary of Duties: Little Tokyo Service Center is a fast-paced nonprofit organization with a history of providing social services, childcare, economic development and building affordable housing. The Teaching Assistant will support Angelina Preschool's mission of providing a safe and educational space for the children and families we serve. This position will report to the Lead Teacher and assist with classroom management. Angelina Preschool is a full-day, year round state sponsored preschool located in the Echo Park/Downtown neighborhood of Los Angeles.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

Responsibilities Include:

- Assists with the supervision of teacher aides and classroom volunteers
- Create and implement lesson plans using age appropriate curriculum
- Communicate with parents regarding children's status and improvement
- Ensure safety of children at all times
- Assisting with DRDP and other required assessments of children in the preschool program
- Clerical assistance for preschool program
- Participate in staff meetings and trainings

Additional Duties:

- Assist with assigned classroom and all other classrooms as needed
- Assist with meal times, yard duty, and transitions
- Contribute to the intern experience for interns at the preschool
- Additional duties as requested by Lead Teachers, Child Development Department Director and Angelina Preschool's Program Director, and other team members to meet program needs

Qualifications, Experience and Skills:

- **Bilingual in English and Spanish required**
- Minimum of 12 units of Early Childhood Education and/or Child Development is required
- High School Diploma or GED equivalent
- Ability to work in everchanging environment, always prioritizing our mission of "Children First"
- Pediatric/children's CPR/First Aid is preferred
- Must pass fingerprint clearance, TB test, and physical
- Good verbal and written communication skills, with an emphasis in teamwork and adaptability

Knowledge and Skills

- Understanding of child growth and development, particularly among preschool aged children
- Ability to model and maintain positive relationships with children, parents, and coworkers

Physical Requirements

- Must be able to safely lift or carry up to 35 pounds. Bending, kneeling, and stooping is required

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

LTSC requires all Child Development Department employees to submit proof of COVID-19 vaccination

This is a regular 40 hour, non-exempt position. Benefits package includes health, dental, and vision, as well as sick and vacation time.

To Apply: Please submit a cover letter and resume to JTorres@LTSC.org