

## **Preschool Assistant Teacher, 12+ Units**

### **ABOUT THE JCC EAST BAY**

The JCC East Bay is a welcoming home for people of all ages and life stages. Inspired by Jewish values, culture, and tradition, we build interpersonal relationships, foster learning and curiosity, and offer accessible pathways to Jewish life. The JCC's core programs include early childhood education and preschool; camp and afterschool programs; teen engagement; older adult activities; intergenerational Jewish holiday celebrations; and ongoing opportunities to connect with Jewish life and our richly diverse community. The JCC East Bay operates from five locations: our full-service building in Berkeley, afterschool programs at Joaquin Miller Elementary, Thornhill Elementary, and Hintil Kuu Ca School in Oakland, and administrative offices on our soon to be flagship campus in Oakland.

### **POSITION SUMMARY**

The Preschool Assistant Teacher, 12+ Units will report directly to the Preschool Director and their Lead Teacher, and play a critical role in promoting a safe and welcoming environment to support the learning and individual growth of the preschool community. Assistant teachers will help create an environment of acceptance where children can grow with a positive self-concept, and where each child and staff member are treated with dignity and respect. Children will be enriched by a developmentally, individually, and culturally appropriate emergent curriculum.

#### Curriculum Planning

- Develop curriculum that advances the physical, emotional, social, and cognitive growth of children, as assigned by Preschool Director and/or Lead Teacher. Submit lesson plan before the start of every week.
- Develop curriculum that incorporates a commitment to learning about the Jewish community, values, and traditions, as assigned by Preschool Director and/or Lead Teacher.
- Provide varied opportunities using multiple learning styles for children's active participation, independent choices, experimentation, and problem solving within the context of a structured setting and program.

#### Classroom Safety

- Help to establish and maintain a well-organized, safe, and healthy environment for children.

- Check materials, equipment, and supplies to see that amounts are adequate and that everything is in good working condition; take preventative measures against hazards to physical safety.
- Maintain appropriate staff to child ratios for supervising children at all times.
- Support completion of accurate reports as directed (attendance, accidents/incidents, illness, medications administration, ID checks, etc.).
- Maintain cleanliness of classroom: wash dishes, wipe counters, put things away.

## Support and Communication

- Assist with and intercede in conflict resolution within the classroom; supports an amicable resolution for children involved.
- Help children find a place of calm and comfort, and attend to any injuries.

## General

- Participate in team meetings for planning curriculum, other staff meetings and trainings, and other JCC staff meetings.
- Participate in parent orientations, parent conferences, and community-wide activities and celebrations.
- Continue professional development through workshops and classes.
- Assist with early and/or late care, as needed.
- Commitment to Diversity, Equity, Inclusion, and Belonging work.
- Commitment to anti-bias education.

## **REQUIRED MINIMUM QUALIFICATIONS**

- 1 year prior experience in an ECE setting and 12 or more completed ECE units.
- Bachelor's or Associate's Degree highly preferred.
- Proficient in various skill areas such as planning, scheduling, record keeping, classroom environmental design and arrangement, classroom management.
- Maintain First Aid and CPR certifications.
- Ability to be on your feet and work a full shift, 5 days per week.
- Ability to sit on the floor and to get up and down with ease.
- Ability to lift and carry child, and help child with clothing, shoes or other needs.
- Ability to diaper change or help child with toilet needs.
- Quick reflexes to respond to needs of children.
- Ability to work with teams of teachers in classroom settings.
- Ability to speak with parents about their children.

- Commitment to the mission of the JCC East Bay and knowledge of or commitment to learning about the Jewish community, values, and traditions.

The salary range for this position is \$26.50 - \$28.00. Excellent benefits including medical, dental, vision, vacation, sick pay, and holidays (including Jewish). This position is represented by the union.

*The JCC East Bay is an Equal Opportunity Employer and makes employment decisions on the basis of merit. JCC East Bay policy prohibits unlawful discrimination in accordance with federal, state, and local laws. The JCC East Bay complies with the Americans with Disabilities Act and is committed to providing reasonable accommodations for people with disabilities. If you require particular accommodations during the application and interview process, please inform us of your needs so that we can provide accordingly.*

*Systemic inequities in hiring have caused women, people of color, LGBTQ+ folks, and others to apply to jobs only if they meet all of the qualifications. The JCC East Bay encourages you to apply anyway, as no one ever meets 100% of the qualifications. We look forward to your application.*