Early Intervention Teacher’s Assistant  
Felton Institute

Looking to provide responsive developmental early care and education services in an equitable, nurturing, challenging and inclusive environment? - **FELTON IS HIRING!**

**Agency Overview**

Founded in 1889, Family Service Agency of San Francisco is the oldest nonsectarian, nonprofit charitable social-services provider in the City and County of San Francisco. Our mission is to strengthen families by providing caring, effective, and innovative social services, with special emphasis on the needs of low-income families, children, and the elderly and disabled people, thus improving the quality of life for all San Franciscans.

**Program Description**

Family Developmental Center (FDC) offers a developmental childcare and school-readiness program for infants and toddlers and preschoolers (2 weeks to six years old) and their families. This multicultural, developmental and educational childcare program provides a nurturing, developmentally challenging, and inclusive environment for very young children of low income, at-risk families. FDC also offers a mainstreaming model for medically fragile and developmentally delayed infants and toddlers. Blending clinical and educational components for the children and their families, the program provides assessment, Individual Education Plans, and a play-based curriculum which focuses on child initiated and teacher directed activities. Additionally, FDC offers family support, parent education, speech therapy, occupational and physical therapy, psychological therapy for children and families, and an on-site Nurse monitors children’s health. All of FDC’s teaching staff holds early Childhood Education credentials. As components of its program; FDC also encompasses the Child Care Food Program, the Developmental Education for Parents Program, the Golden Gate Regional Primary Therapeutic Day Program, the Molera Medically Fragile Infant/Toddler Program, the Sanguinetti Special-Needs Therapy Program, and the California Department of Education General Child Development Program.

**Brief Job Description**

Responsible for the assessment, teaching and implementation of identified developmental goals for children with special needs; in collaboration with other classroom teachers implements individual and group activity plans for all children as needed; Makes recommendations to Head Teacher and EI team in regards to curriculum planning, modifications in order to meet the needs of individual children, writes and provides anecdotal and progress notes; attends meetings; record keeping; work with parents; liaison to EI team. **Communication skills, openness and ability to work in a team are critical aspects of this position.**

**Program Specific Responsibilities**

- Work closely with other teaching/ staff in the development of a comprehensive children’s program in accordance with FDC’s ECE philosophy, policies, and procedures.
- 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.
- Create a warm, nurturing, and respectful atmosphere for the children to be encouraged to learn and grow.
- Provide individualized and small group instruction in order to adapt the curriculum to the needs and interests of each child.
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- Provides educational and therapeutic activities for children across the general areas of gross and fine motor, imitation, social responsiveness, exploration, self-help, competence, language, emotional and perceptual – cognitive development using weekly activity plans or individual program plans (for infants and disabled children).
- Work cooperatively with parents, staff and third party consultants to meet the individual needs of children and their families.
- Completes and maintains development records as needed for clients. Additional duties as needed.
- Supervises children under his/her care at all times to insure their safety. Keeps all children within vision in order to be accountable for safety. Follows protocols and procedures at all times on a consistent basis.

Minimum Qualifications:
- Must be a High School graduate or equivalent.
- Must hold State of California Commission on Teacher Credentialing Teacher Permit or at least 6 Early Childhood Education units
- Upon hire, must be able to pass a physical exam and TB screening, to meet Title 22 regulations as required
- Upon hire, must pass a Department of Justice fingerprint clearance and a Child Abuse Index clearance as required by licensing
- Must complete all required licensing forms, including LIC 9052
- Mandated Reporting training required and renewed every two years
- Current certification for Pediatric First Aid/CPR is encouraged
- Must be able to lift 25-40 lbs. (may include lifting children or equipment)
- Must be able 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
- Must be able to move quickly in an emergency situation
- Knowledge and experience in working with children with special needs
- Knowledge of low-income and homeless issues for children and families preferred
- Knowledge of and sensitivity to the cultural background of the children and families being served
- Ability to relate to children and adults in a positive, respectful manner
- Ability to independently understand, speak, read and write English adequate to communicate effectively with children, parents and staff
- Ability to work independently under broad supervision
- Ability be a team player with a welcoming attitude
- People of diverse backgrounds and/or who are bi-lingual in Spanish/English, Cantonese/English, encouraged to apply
- Bi-lingual (Spanish) highly desirable

Additional Information:
Division: Children, Youth and Family
Position Level: 1
Position: 100% non-exempt
Reports to: Head Teacher
Salary: DOE $15.25-$20.25 per hour
plus 21 paid vacation, 15 sick days and 3 Personal Business Days and 12 Holidays

SEND RESUMES AND COVER LETTER TO:
Children, Youth and Family Division
Felton Institute / Family Service Agency of SF
Email: CYFjobs@felton.org

Resumes sent without a proper cover letter and/or not meeting MINIMUM qualifications will not be considered