**Head Start Positions**

* Childcare Worker
* Social Emotional Support Specialist
* Family Services Program Assistant (Bi-literate Chinese and English )
* Resource Teacher Teacher
* Provider Support Specialist
* Education Coach
* Resource & Referral Specialist (Cantonese/Mandarin)
* Lead Preschool Teacher
* Associate Preschool Teacher

See job descriptions below

**Childcare Worker**

As a member of the team, the childcare worker helps to maintain a safe and enriching environment for the children and families we served. S/he provides consistent, responsive and respective care to the children as temporary caregiver while their parents are onsite attending classes. They would be responsible for the safety and care of all of the children in the classroom and assist the staff facilitators by executing logistical needs and cooperate in a supportive role carrying out developmentally appropriate activities with children.

**HOURS:** on-call position is around 2-3 hours max a week for whenever we have in-persons workshops only so it is not a consistent schedule. Parents are int he building this is not a child care facility.

**Location: 888 Clay St. San Francisco, CA 94108 (Chinese Speaking)**

**Primary Responsibilities Include:**

* Understand the policy and procedures for the center and ensure that all activities are conducted in accordance with them.
* Follow staff facilitator instructions regarding developmentally appropriate activities and to facilitate activities with groups and individuals.
* Assist in setting up environment (indoor/outdoor) for the activities of the day.
* Work with staff to create a clean, pleasant, and comfortable environment where children feel secure and safe.
* At the direction of the staff facilitator, maintain child care attendance log and check children in.
* Perform check in with parents about their children's needs for the day and maintain a professional working relationship.
* Observe behaviors of children to assist the staff facilitators in identifying children that need extra support or attention.
* Encourage children in experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open-ended questions and listen respectfully to the answers.
* Be continually on the lookout for potential hazards in the child watch room and address them immediately.
* Notify the staff facilitator of the need for any child watch room repairs.
* Communicate with the appropriate staff any problems or concerns occur and be ready to assist in evacuation offsite if needed.
* Provide simple first aide and alert staff of any emergencies that require immediate emergency services as needed.
* Help order and set up food and refreshments for parents and children.
* Sanitize class room toys and furniture by following established hygiene procedures.
* Other duties as assigned.

**Competencies Required:**

* Demonstrates competence in supporting families and children
* Models good judgment and effective problem solving
* English & Chinese speaking

**Knowledge/Experience/Skills Required:**

* Experience working with young children
* Experience working with diverse populations
* Demonstrated ability to work in a team
* Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude.
* Occasional lifting up to 50 pounds.

**Education Required:**

* At least 6 units of Early Childhood Education required.

**Other Requirements:**

* TB tested with additional health clearance.
* Criminal background check
* Fingerprinting

**Compensation:**  **$28.00 hour**

**“Healthcare/vulnerable client employer, verified COVID vaccination required.”**

**Social Emotional Support Specialist**

**Wu Yee Children’s Services believes nothing is more essential than excellent child care and education for all our children, right from the start. Every day we partner with parents, as well as countless individuals and organizations across San Francisco, to provide a network that strengthens and connects a diverse, resilient community around our children.**

The **Social-Emotional Support Specialist** provides direct support to children in classroom settings by teaching social-emotional skills and supporting children with challenging behavior. This position works collaboratively with teachers, administrators, and mental health providers to support children’s learning and safety.

**Wu Yee currently has 3 Full Time positions open for SESS. These positions are temporary funded through 6/30/2025**

**Full time 40 hours per week  Hours ( 8:00-4:30 or 8:30 -5:00 pm)**

**Responsibilities:**

* Provide direct one-to-one support to individual children in classrooms by teaching social-emotional skills, modeling strategies for teachers, and supporting children when they engage in behaviors that can be challenging to some adults.
* Assist in planning for individualized learning strategies to build relationships, modify the classroom environment, and teach social-emotional skills.
* Create individualized visual supports to use, model, and share with teachers (e.g. visuals relating to schedules, expectations, rules, emotions, problem-solving strategies, self-regulation).
* Individualize goals, strategies, and visuals to support children with developmental delays or disabilities.
* Model strategies from the Pyramid Model and other Social-Emotional Frameworks
* Record and analyze data relating to children’s behavior and skill-building.

**Knowledge/Experience/Skills Required:**

* Bachelor’s degree in Special Education, Early Childhood Education, Social Work, Psychology, or a closely-related field.
* Minimum of 3 years experience teaching or providing therapeutic, services to children 0-5 years old from low income, diverse cultural backgrounds.
* Knowledge and education regarding developmentally appropriate practices.
* Experience providing individualized support to children with developmental delays or disabilities (e.g. autism, speech, and language impairment).
* Excellent oral/written communication and organizational skills.
* Ability to communicate using technology, develop reports, and track data.
* Willingness to travel to Child Development Centers located across San Francisco.
* Preferred: Experience working with young children in group or classroom settings.
* **“Healthcare/vulnerable client employer, verified COVID vaccination required.”**

**Compensation and Benefits:**

* $36.00 - $37.75/hour.
* Fully paid employee health, dental, and vision.
* 403b with matching contribution after 1 year.
* 14 holidays, 10 days vacation, and paid sick leave.
* Lots of opportunities for advancement across the organization.
* Extensive paid training and professional development.

**WU YEE CHILDREN’S SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.**

*Wu Yee Children’s Services conforms to all the laws, statutes, and regulations concerning Equal Employment Opportunities and Affirmative Action. We promote diversity and urge women, minorities, individuals with disabilities and veterans to apply to all of our job openings. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records to apply for any open position in which they feel qualified. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law.*

**Family Services Program Assistant  (Bi-literate Chinese and English )**

**Salary: $28.00 hour,   Start date: 03/04/2024  - Temporary - Part-time  position**

**Location: 888 Clay Street San Francisco CA  94108 (Req 1551)**

**NOT A REMOTE JOB**

To provide administrative support to  Joy Lok Early Learning Center.

**Primary Responsibilities Include:**

* Ensure the front desk area, family lobby, and playroom are cleaned and tidy order.
* Work Collaboratively with the program staff to support program activities, including playground and prenatal groups to implement age-appropriate curriculum and activities. Support in planning field trips and community special events.
* Assist in preparing documents fillings, reports copying, collating, and word processing support to office staff.
* Support in routing calls and inquiries to the correct staff/program for follow-up.
* Promote Joy Lok services to parents groups, and other community members  via various outreach methods to increase the communities awareness of Joy Lok programs and services, including in-person and social media platforms.
* Provide support and participate in special projects and community outreach /meetings.
* Provide child-watch support during workshops and support groups as needed.
* Ensure program data and attendance are accurately entered into Google signup sheets. Contact Management system ( CMS), and Grant Management System(GMS) as needed.
* Provide coverage of reception support to ensure that callers and visitors are welcome and routed promptly.
* Assist with Lending Library and sanitizing all toys.
* Provide translation and interpretation of material as needed.
* Other duties as assigned and needed.

**Knowledge/Experience/Skills Required:**

* Demonstrates excellent writing and oral communication skills in bi-literate Cantonese required, and bilingual in English preferred
* Experience working with low-income API families and children.
* Strong interest in working with families and children.
* Proficient in MS office and general office equipment.
* Demonstrates ability to build positive effective collaboration with staff, families and partnerships.
* Strong problem solving skills, ability to work independently and make decisions.

**Education:**

* High School Diploma is required
* 12 ECE units in Child Development Education required.

**Compensation :**

* **$25.00 - 28.00 hour**
* **Part-time position only no benefits included.**

**RESOURCE TEACHER**

**Wu Yee Children’s Services believes nothing is more essential than excellent child care and education for all our children, right from the start!**

In collaboration with the Center Manager, Lead Teacher, Associate Teacher, and Center Assistant, the **Resource Teacher**assists in development an engaging environment at their current site that reflects the cultural values and diversity of the children and families served across the center based programs.  S/he provides consistent, responsive, and respectful care to the children and is also responsible for the safety, care, and development of all of the children.  The Resource Teacher supports the program in different classrooms throughout any particular day based on the program’s needs. This is a floating resource teacher at a single early learning center.

**Resource Teacher Locations:**

* **Ocean Ave. San Francisco, CA 94124**
* **175 Scotia Ave. San Francisco, CA 94124**
* **1111 Junipero Serra Blvd. San Francisco, CA 94132**
* **729 Kirkwood Ave. San Francisco CA 94124**

**Resource Teacher  Responsibilities Include:**

* Under the direction of the Site Leader, provide coverage and/or support for teaching staff in the planning and implementation of age and developmentally appropriate curriculum for children, including daily open-ended activities to expand their competencies across developmental domains and carry out primary responsibilities of that position.
* Maintain appropriate teacher – child ratios; ensuring visual supervision of children at all times.
* Contribute to a safe, healthy, nurturing, and culturally relevant classroom environment for all children and families.
* Understand and follow Wu Yee policies and procedures to ensure all activities are conducted in accordance with licensing requirements, Head Start performance standards, and California Department of Education regulations.
* Maintain regular and timely communication with program staff, including, but not limited to the Center Manager, Lead Teacher, and Family Advocates to facilitate effective program performance.
* Ensure documentation of all significant contacts with families and maintain up-to-date file records including attendance, emergency contact information, family contact, education data, and file log.
* While covering for primary teaching staff, accurately and promptly complete formal observations, ongoing screening, and assessments of children in your primary care according to the service area timeline, as needed.
* Encourage and promote families’ participation in center activities, field trips, special events, and the Parent Committee and Policy Council.
* Participate in the referral process for children with suspected disabilities, as needed.
* Collaborate with program staff, the Family Advocate and Mental Health Consultant about concerns or issues related to a child’s development.
* Perform Daily Health Checks for children entering the center.
* Ensure children are signed in and out of the center appropriately.
* Conduct safety check in the park/playground to ensure the equipment and area is safe for children, prior to the commencement of outdoor activity.
* Model and teach children appropriate health and hygiene practices, including tooth brushing, potty training, hand washing, etc.
* Assist with the preparing the classroom for meals and nap time.
* Participate in food preparation for the center in accordance with program policies and procedures and state food safety requirements.
* Participate in family style eating with the children.
* Record meal counts accurately at the time of service, as needed.
* Follow established teaching staff health and safety procedures; including sanitizing classroom materials.
* Clean and sanitize dishes, pots, pans and utensils daily according to Wu Yee policies and procedures.
* Provide coverage at other sites as needed.
* Adhere to an adjusted work schedule in order to meet needs of program/site.
* Engage in ongoing professional development activities, as required by the program.
* Other duties as assigned.

**Resource Teacher Requirements:**

* **A valid California Child Development Associate Teacher permit.**
* 6 months of teaching experience with young children and diverse populations.
* Ability to communicate effectively with children, parents and other staff.
* Good communication, as well as maintaining an overall positive and professional attitude.
* Demonstrated competence in supporting families.
* Models good judgment, effective problem solving and priority setting skills.
* Able to bend and lift up to 50 pounds.
* English/Spanish fluency a plus.
* Healthcare/vulnerable client employer, verified COVID vaccination required.

**Resource Teacher Compensation and Benefits:**

* A competitive salary of **$30.71 - $34.51**/ hour.
* A $2000 signing bonus is in effect and payable after successful completion of 90 day introductory period
* Fully paid employee health, dental, and vision.
* 403b with matching contribution after 1 year.
* 14 holidays, 10 days vacation, and paid sick leave.
* Lots of opportunities for advancement across the organization.
* Extensive paid training and professional development.

***Pursuant to the San Francisco Fair Chance Ordinance, we will consider employment-qualified applicants with arrest and conviction records to apply for any open position in which they feel qualified.***

***Wu Yee Children’s Services is an equal opportunity employer.***

**PROVIDER SUPPORT SPECIALIST**

The Provider Support Specialist (Specialist) will support family child care educators (FCC educators) through training, Peer Learning Community (PLC), one-on-one site-based technical assistance to improve child care quality and to run a successful child care business. Emphasis will be placed on supporting FCC educators in developing knowledge and skills around the areas of business management, child development, and language and literacy.

**Full time & must be able to work nights and weekends as needed basis!**

**NOT A REMOTE POSITION**

**Positions in following Locations:**

* **880 Clay St, San Francisco, CA 94108 (Req 1480)**

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| **Responsibilities Include:*** Builds trusting and constructive working relationships with FCC educators characterized by a high level of cooperation, acceptance, and mutual respect.
* Provides program orientation, training, PLCs, and technical assistance to family child care educators as needed to support the opening, business retention, or expansion of their family child care business.
* In collaboration with the program team and community partners, design ongoing professional development pathways to support the growth of family child care provider competencies in early childhood development, language and literacy as well as business management.
* Works with the program team to develop a recruitment plan.
* Works with the program team to develop and coordinate training and PLC materials.
* Provides training, PLCs, and technical assistance to FCC educators and their staff who are ELS Providers.
* Collaborates with FCC educators to develop written individual action plans to meet integrated goals and objectives including but not limited to business planning, professional development, marketing, budgeting, handbook development, and recruitment.
* Supports FCC educators in understanding the elements of the San Francisco subsidized child care systems
* Prepares written communications for participants, i.e., training materials, handouts, PowerPoint slides, memos, flyers, newsletters, and forms as needed in the FCC educator home language.
* Initiates and maintains participants’ files in accordance with program requirements and funding regulations.
* Completes data entry to program databases in accordance with funder requirements
* Assists with the completion of program reports, including providing data and descriptive client stories
* Attends community meetings and events including the Community Care Licensing Stakeholders meeting and other related updated meetings with FCC educators.
* Initiates communication with the program manager, director, and other program staff when issues and/or concerns arise.
* Works at night shifts and/or weekends as needed.
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| **Knowledge/Experience/Skills Required:** * Bilingual and bi-literate in Chinese/English required
* Knowledge of family child care business development and requirements
* Experience providing training, PLC, and professional development using adult learning principles
* Excellent customer service skills and ability to work effectively with diverse groups
* Self-motivated and able to work both independently and in a team setting
* Detail-oriented and strong organizational and time management skills
* Demonstrated ability to work in a fast-paced environment and meet deadlines
* Excellent written and verbal communication skills
* Ability to examine and interpret the high volume of documents
* Proficient in data entry and strong computer skills highly desirable
* Must be flexible and able to work occasional nights and weekends including special events that are client-facing.

 **Education Required:*** Bachelor’s Degree in Child Development, Social Services or Business Administration preferred
* Minimum 2 years’ experience working in the early childhood educational field.
* Experience working with FCC educators preferred
* 12 Early Childhood Education units in infant and toddler care a plus
* Experience working in a non-profit environment required

**Compensation and Benefits:*** $33.18- $34.84/hour
* Fully paid employee health, dental, and vision
* 403b with matching contribution after 1 year
* 14 holidays, 10 days vacation, and paid sick leave
* Lots of opportunities for advancement across the organization
* Extensive paid training and professional development

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**EDUCATION COACH**

Wu Yee is seeking an experienced Education Coach uses Practice Based Coaching techniques to provide training to teachers based on curriculums that reflect the cultural values and diversity of the families served while ensuring school readiness goals are successfully met. In collaboration with Center Managers, the Education Coach promotes best practices in early childhood development based on Head Start Performance Standards.

Full time 40 hrs./week, Monday - Friday **|**Hours**: 8:30 am - 5:00 pm**

**Location:**

* **880 Clay St. San Francisco Ca 94108 (Req 1539)**

**Responsibilities:**

* Work with Center Managers and/ or Regional Manager to develop a schedule for conducting classroom observations as a foundation for determining needs.
* Develop individual Education coaching plans, with specific teaching goals and areas for growth identified which are based on classroom and teacher observations.
* Submit coaching plans to review with the Education Manager and assess teacher’s progress.
* Follow-up on teaching staff requests for Education Coach services and document nature of training and technical assistance provided.
* Provide constructive feedback and support to teaching staff for learning and growth. This may include activities, reading material, or other resources as needed to guide learning and helping teachers develop quality lesson plans by providing reflective questions.
* Provide training and guidance for new teachers in best classroom teaching practices, preparation for program assessments, and use of data as requested by the Education Manager.
* Plan and present teacher training on relevant child development topics based on program monitoring outcomes.
* Promote best practices in early childhood development based on Head Start Performance Standards and California Curriculum Frameworks.
* Obtain detailed knowledge of Creative Curriculum, PITC Philosophy, California Community Care Licensing, CDE Title 5 and Wu Yee’s School Readiness and Parent Family Community Engagement Goals to prepare trainings, assist teaching staff in setting goals, and inform decision making during the coaching process.
* Use reflective practice and additional strategies to support teachers to reflect to promote positive outcomes for the teaching staff and the children they influence.
* Maintain confidentiality in accordance with Agency policy and legal requirements.
* Attend mandated trainings and meetings as required by supervisor.
* Enter data, prepare reports, and train teachers using knowledge of various software programs such as MS Word, Excel, Power-Point, Publisher, Learning Genie and ChildPlus.
* Participate in the annual program Self-Assessment, as needed.

**Requirements:**

* BA degree in Education, Early Childhood Education preferred, and at least 24 units of ECE are required.
* A minimum of 3 infant/toddler units or completion of 3 infant/toddler units within 1 calendar year of employment
* MA degree in the Early Education field preferred
* A minimum of 5 years Lead Teacher or co-teacher experience with infant/toddler and preschool children from diverse populations, or 3 years of Lead Teacher/co-teacher experience combined with 2 or more years as a Mentor Teacher or Education Coach in a classroom setting.
* Two years of experience leading a team in implementing a developmental and age-appropriate curriculum.
* Knowledge of various software programs such as MS Word, Excel, Power-Point, Publisher, and Child Plus.
* Ability to communicate effectively with children, parents and other staff
* Good communication, as well as maintaining an overall positive and professional attitude
* Demonstrated competence in supporting families
* Models good judgment, effective problem solving and priority setting skills
* Occasional lifting up to 50 pounds.
* Bilingual in Spanish or Cantonese preferred.

**Compensation and Benefits:**

* Competitive salary $89,250 - $93,450 (Exempt)
* **This position is 1.5 Year temporary position funded through June 30 2025**
* Fully paid employee health, dental and vision
* 403b with matching contribution after 1 year
* 13 holidays, 10 days vacation and paid sick leave
* Lots of opportunity for advancement across the organization
* Extensive paid training and professional development

**Healthcare/vulnerable client employer, verified COVID vaccination required**

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**RESOURCE & REFERRAL SPECIALIST (CANTONESE /MANDARIN)**

**Wu Yee Children’s Services delivers comprehensive Child Development, Family, and Provider services for young children (0-5 years old) and low-income families throughout the City of San Francisco.** The scope of our programs ranges from child/parent education, wellness, mental health, nutrition, and social services including Early Head Start and Head Start programs.

The Resource & Referral (R&R) program provides comprehensive support to families and the community in planning for and finding affordable, quality, licensed child care services. The **R&R Specialist** supports families by providing information about child care referrals that best meets their needs, conducting workshops and community outreach, and advocating on behalf of families. The R&R Specialists ensure that family and child care provider data is up to date in internal and external databases.

**This is a full-time:  Monday - Friday  8:30 am - 5:00 pm - Weekends and afterhours as needed, non-exempt positions. Bilingual - Cantonese /Mandarin (Required)**

**Location: 888 Clay Street  San Francisco, Ca 94108**

**Responsibilities:**

* **Direct Services:** Engage with families through face-to-face meetings, virtual meetings, phone calls, emails and text messages to provide childcare referrals and connect them to community resources.
* **Data Management:**Maintain and update records of families and childcare providers in program databases.
* **Collaboration:** Work alongside other agency programs and community-based organizations to support families and childcare providers. Maintain regular and ongoing communication with Manager regarding the status of current projects and the development of new projects.
* **Resource Development:**Create, gather, and maintain informational resources for parents and providers.
* Advocate internally, locally, and on the statewide level when appropriate, for families and providers.
* Participate in department and agency outreach to recruit participants for R&R programs-including providers and families.
* **Community Outreach:** Coordinate and conduct community outreach events to recruit participants for R&R Services – including families and providers and build relationships with community agencies and partners to support parents and citywide, including evening and weekend events.
* Maintain and update family and provider records in the referral database.
* **Trend Analysis:** Identify trends to better serve clients based on information collected and daily observations.

**Qualifications:**

* Early Childhood Educational units or related experience.
* Experience working with diverse, low-income communities including monolingual speakers.
* Ability to be creative in curriculum and resource development.
* Strong training, organizational and interpersonal skills.
* Excellent communication skills, both verbal and written.
* Proficient in all Microsoft Office programs, including PowerPoint and MS Word and Database Entry and Reporting.
* Ability to work independently as well as a team member and build positive/effective partnerships.
* Strategic thinking, influencing, problem-solving, and decision-making skills.
* Ability to conduct engaging workshops and presentations.
* Ability to work evenings and weekends.
* Willingness to travel to all areas of San Francisco.
* Ability to bend and lift up to 50 pounds.
* **Healthcare/vulnerable client employer, verified COVID vaccination required.**

**Education & Language Requirements:**

* Associates degree in Social Work or related field in Child Development, Education.
* 1+ years’ experience working in child development or human services field.
* Bilingual - able to read, write, and speak proficiently – in **Cantonese & Mandarin.**

**Compensation and Benefits:**

* Competitive salary: $29 - $32/hour.
* Fully paid employee health, dental, and vision.
* 403b with matching contribution after 1 year.
* 13 holidays, 10 days vacation, and paid sick leave.
* Lots of opportunity for advancement across the organization.
* Extensive paid training and professional development.

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**LEAD PRESCHOOL TEACHER**

Wu Yee is the largest provider of early childhood education in San Francisco, we have 13 child development centers in the communities where Head Start is most needed. If you thrive in culturally inclusive classrooms, want training and professional development, and support a multi-disciplinary family model, come join our squad of dedicated educators as we continue to expand our services!

***\*One time hiring bonus of $2,000 paid after successful completion of our 90-day introduction period. This only applies to NEW Associate Teachers or Lead Teachers applying for our high need locations."  (inquire within)***

**Locations:**

* **1010 Montgomery St. San Francisco, CA 94133 (Req 1508)**
* **1601 Lane St. San Francisco CA 94124 (Req 1522)**
* **888 Clay Street San Francisco CA 94108 (Req 1524)**

**Lead Teacher Responsibilities:**

* Designs and adopts curriculums to expand developmental competencies based on child assessment data and school readiness goals.
* Visual supervision of children at all times, maintaining required teacher: child ratio.
* Maintains a safe and inclusive environment by monitoring daily activities, identifying needs for special family support and services.
* Completes timely and accurate documentation of family/child records and portfolios.
* Conducts and oversees formal classroom observations and assessments; creates action plans for program improvements.
* Collaborates with the Center Manager on professional development plans for teaching staff.
* Ensures IFSP/IEP goals are supported through integration in lesson plans and classroom routines.
* Conducts parent-teacher conferences, home visits, case conferences, multi-disciplinary meetings and directs resource referrals.
* Models and teaches children appropriate social skills, health, and hygiene practices, including tooth brushing, toilet training, hand washing, etc.

**Requirements:**

* CA Teacher Permit.
* AA Degree in ECE/CD or AA Degree in Social Science w/24 ECE/CD units.
* 2 years of teaching experience.
* 3 Infant /toddler units required, and 3 infant /toddler units completed within first 6 months of hire.
* Two years of teaching experience with young children.
* Occasional lifting up to 50 pounds.
* Bilingual in English/Chinese or English/Spanish is a plus.
* **Healthcare/vulnerable client employer verified COVID vaccination required.**

**Compensation and Benefits:**

* A competitive salary starting at **$39.38 - $41.23** / hour.
* Fully paid employee health, dental, and vision.
* 403b with matching contribution after 1 year.
* 13 holidays, 10 days’ vacation, and paid sick leave.
* Lots of opportunities for advancement across the organization.
* Extensive paid training and professional development.

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**ASSOCIATE PRESCHOOL TEACHER**

Wu Yee is seeking associate early childhood teachers who share our commitment to providing infants, toddlers, and preschoolers full access to early learning opportunities that pave the way to bright futures. We operate **12 child development centers** in the San Francisco communities where Head Start is most needed. If you thrive in culturally inclusive classrooms, want training and professional development, and support a multi-disciplinary family model, come join our squad of dedicated educators as we continue to expand our services!

***\*One time hiring bonus of $2,000 paid after successful completion of our 90-day introduction period. This only applies to NEW Associate Teachers or Lead Teachers applying for our high need locations."  (inquire within)***

**Positions available at following Locations:**

* **880 Clay Street, San Francisco, CA 94108 (Spanish preferred) (Req 1493 & 1552)**
* **1010 Montgomery St. San Francisco, CA 94133 (Req 1533 & 1536)**
* **177 Golden Gate Ave. San Francisco CA 94102 (Req 1525, 1526, & 1528)**

**Teacher Responsibilities:**

* Under the direction of the Lead Teacher, assist in the planning and implementation of age and developmentally appropriate curriculum for children, including daily open-ended activities to expand their competencies across developmental domains.
* Maintain appropriate teacher – child ratios, always ensuring visual supervision of children.
* Contribute to a safe, healthy, nurturing, and culturally relevant classroom environment for all children and families.
* Understand and follow Wu Yee policies and procedures to ensure all activities are conducted in accordance with licensing requirements, Head Start performance standards, and California Department of Education regulations.
* Maintain regular and timely communication with program staff, including, but not limited to the Center Manager, Lead Teacher, and Family Advocates to facilitate effective program performance.
* Ensure documentation of all significant contacts with families and maintain up-to-date file records including attendance, emergency contact information, family contact, education data, and file log.
* Accurately and promptly complete formal observations, ongoing screening, and assessments of children in your primary care according to the service area timeline
* Develop and maintain portfolios that document the unique strengths, skills, and areas of growth for the children in your primary care on a regular basis.
* Always maintain appropriate active supervision of children in your care.
* Maintain ongoing, open communication with families and conduct parent-teacher conferences and home visits for children in your primary care.
* Encourage and promote families’ participation in center activities, field trips, special events, and the Parent Committee and Policy Council
* Participate in the referral process for children with suspected disabilities, as needed.
* Collaborate with program staff, the Family Advocate and Mental Health Consultant about concerns or issues related to a child’s development.
* Perform Daily Health Checks for children entering the center.
* Ensure children are signed in and out of the center daily.
* Conduct safety check in the park/playground to ensure the equipment and area is safe for children, prior to the commencement of outdoor activity.
* Model and teach children appropriate health and hygiene practices, including tooth brushing, potty training, hand washing, etc.
* Assist with the preparing the classroom for meals and nap time.
* Participate in food preparation for the center in accordance with program policies and procedures and state food safety requirements.
* Participate in family style eating with the children.
* Record meal counts accurately at the time of service.
* Follow established teaching staff health and safety procedures, including sanitizing classroom materials.
* Clean and sanitize dishes, pots, pans, and utensils daily according to Wu Yee policies and procedures.
* Assume Lead Teacher responsibilities in the absence of the Lead Teacher
* Adhere to an adjusted work schedule in order to meet the needs of program.
* Engage in ongoing professional development activities, as required by the program.
* Other duties as assigned.

**Requirements:**

* **A valid California Child Development Associate Teacher permit**
* A minimum of 1 year teaching experience with young children and diverse populations
* Ability to communicate effectively with children, parents and other staff.
* Good communication, as well as maintaining an overall positive and professional attitude.
* Demonstrated competence in supporting families.
* Models’ good judgment, effective problem solving and priority setting skills Occasional lifting up to 50 pounds.
* **“Healthcare/vulnerable client employer, verified COVID vaccination required.”**

**Compensation and Benefits:**

* A competitive salary of **$32.71- $36.75** / hour
* Additional $100 *per pay period*stipend at Kirkwood, Golden Gate, and Cadillac centers
* Fully paid employee health, dental, and vision
* 403b with matching contribution after 1 year
* 14 holidays, 10 days’ vacation, and paid sick leave.
* Lots of opportunities for advancement across the organization
* Extensive paid training and professional development

Pursuant to the San Francisco Fair Chance Ordinance, we will consider employment-qualified applicants with arrest and conviction records to apply for any open position in which they feel qualified. Wu Yee Children’s Services is an equal opportunity employer.