



# KOREATOWN YOUTH+ COMMUNITY CENTER

## Job Announcement

July/August 2019

Koreatown Youth & Community Center (KYCC), a non-profit community based organization that provides programs and services for the evolving needs of the Koreatown community, is currently recruiting for the following positions:

### **Preschool Assistant Teacher – (Full-time non-exempt position)**

Shift: Monday thru Friday (Schedule may vary)

Salary: \$13.75 to \$15.00 per hour

Description: Under the direction of the Kids Town Preschool Director, the Preschool Assistant Teacher is responsible for assisting the Head Teachers and Teachers with providing a variety of developmentally and age appropriate activities for children in a safe environment as well as assisting Head Teachers conduct parent conferences. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position.

Qualifications: An AA or Bachelor's degree in Child Development, Early Childhood Education, or a related field; A valid State of California Children's Center Master Teacher Permit or Site Supervisor Permit; Experience providing services to immigrant families; Ability to establish rapport with and respect for children and their parents; Ability to create a feeling of confidence and self-esteem in children and their families; **Bilingual Capacity (English/Spanish AND/OR English/Korean) required**; Strong commitment to working with a multicultural community.

### **Preschool Head Teacher – (Full-time non-exempt position)**

Shift: Monday thru Friday (Schedule may vary)

Salary: \$15.00 to \$15.87 per hour

Description: Under the direction of the Kids Town Preschool Director, the Preschool Head Teacher is responsible for providing a variety of culturally sensitive, developmentally- and age- appropriate activities for children in a safe environment, as well as conducting parent conferences. The Preschool Head Teacher is responsible for the oversight of the operation of Kids Town on a day to day basis including classroom operation, staff supervision, professional and personal growth, support of teacher and teacher assistant, parent relations and community relations. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a regular, full-time, non-exempt position.

Qualifications: A Bachelor's degree in Child Development, Early Childhood Education, or a related field OR a Bachelor's degree with a minimum of 18 ECE units and give or more years of experience in a high quality early childhood program; A valid State of California Children's Center Master Teacher Permit or Site Supervisor Permit; A minimum of two years experience working with parents and children in a licensed childcare environment; Ability to develop and effectively manage classrooms, services, and innovations according to program needs; **Bilingual Capacity (English/Spanish AND/OR English/Korean) required**; Strong commitment to working with a multicultural community.

**Academic Instructor (Bilingual Korean) – (Part-time non-exempt position)**

Shift: Monday thru Friday (Schedule may vary)

Salary: \$14.50 to \$15.50 per hour

Description: Under the direction of the Youth Services Supervisor and the Youth Services Manager, the Elementary Academic Instructor is a position responsible for the supervision, facilitation, coordination and implementation of academic support services and enrichment activities for K-5th grade students in KYCC's Elementary Tutoring Program. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a part-time, non-exempt position.

Qualifications: Some college credits/experience AND one(1) year of experience working with youth in academic settings OR a High School diploma or equivalent AND two(2) years of experience working with youth in academic programming; **Bilingual Capacity (English/Korean)**; Knowledge and/or instructional (classroom) experience in working with children, adolescents, and families from various socio-economic and cultural backgrounds; Knowledge and/or instructional experience in the operation of after-school program(s) and/or summer program(s); Ability to organize and prepare documentation in a timely manner; Strong commitment to working with a multi-cultural community; Strong organizational, written and communication skills.

KYCC offers its employees a comprehensive benefits package. To apply for any of the above positions, please submit a cover letter and resume on our website:

<https://www.kyccla.org/join-2/employment/>

KYCC is an Equal Opportunity Employer and E-Verify Employer.