



Crystal Stairs, Inc.

Improving the Lives of Families through

Child Care Services, Research, and Advocacy

Head Start/Early Head Start - Teacher Assistant

\$16.62-22.43/hour

Location: Los Angeles, South LA & Compton areas

The following job summary is for descriptive purposes only. Actual job descriptions and job title is subject to change.

Crystal Stairs is one of the largest private non-profit child development corporations in the State of California. We help families locate affordable and appropriate childcare through a variety of services, working with childcare providers, educators, advocates, and community members to positively impact the lives of more than 40,000 children each year.

Job Summary

Under the supervision of the Site Supervisor, he/she is responsible for early childhood education that is geared toward the overall goal of social competence and school readiness, which is age and developmentally appropriate for preschoolers ages 2 to 5 years old. Provides for the children's social intellectual, physical and emotional development. Is responsible for assisting with the classroom operation including, planning, curriculum and child assessment implementation, and supervision of children.

Education: Minimum 6 Early Childhood Education coursework units.

Experience: Six (6) months direct experience working with young children preferred. Knowledge of Child Care Licensing Regulations and Head Start Performance Standards and best practices related to early childhood education. Knowledge of program practices in preschool, center-based and/ or home-based programs. Knowledge of Microsoft Office Suite, e-mail and internet.

Special Requirements: Must possess a valid California driver's license, have use of a motor vehicle and provide evidence of automobile liability insurance. Must meet State health requirements including passing a physical examination as a condition of employment, and must provide verification of a TB clearance at the time of employment. Mandatory CPR and Basic First Aid certificate, which employee is responsible to maintain for the duration of their employment with Head Start.

Total Package of Benefits

- Medical/ Dental/ Vision - 95% Agency paid for 2023!
- Employee Assistance Program
- Voluntary Life and AD&D for Employee, Spouse and Children
- 401k Matching Options
- Flex Spending (Health Care and Dependent Care)
- Mutual of Omaha (STD, Accident, & Critical Illness)
- Generous Sick and Vacation Time
- Paid Holidays + Paid Winter Break from 12/24 - 1/1 (for select positions)
- Opportunity for Growth and Development
- Robust Learning Management System offering the following continuing education units: PDC, HRCI, CEU, CPE, PDU, SHRM

Crystal Stairs is committed to building and sustaining a fully vaccinated, diverse workforce and culture. As part of this commitment, Crystal Stairs does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of activities or operations.

For more information about Crystal Stairs, please visit our website at: www.crystalstairs.org