(6) Teacher positions

Agency Overview

Founded in 1889, Felton Institute| Family Service Agency of San Francisco is the oldest nonsectarian, nonprofit charitable social-services provider in the City and County of San Francisco. For over 126 years, Felton Institute, has been at the forefront of social service innovation, pioneering new approaches to meet the emerging needs of underserved populations. Our mission is to respond to human needs with cutting-edge social services and treatment that combine evidence-based practices with cultural sensitivity and a deep respect for our clients. Today, we provide social and mental health services to over 13,000 people in need—from infants to the elderly—with over 30 different programs in 11 major languages. Our child-centered programs are committed to inclusive, positive learning environments that build on children's positive self-esteem and self-image.

Brief Job Description

As a Teacher, you will have the opportunity to make a difference in the lives of children by providing them with a safe and nurturing environment that encourages their social, emotional, physical, and intellectual development. You will also support to implement a developmentally appropriate curriculum which reflects observations and goals of individual children and facilitate regular parent/guardian communication and conferences to discuss orientation, transitions, and developmental goals. Manage and supervise all operations of an assigned FDC infant/toddler/preschool room according to established procedures, including 3 -5 regular staff, substitutes for regular staff, 1 foster grandparent, and 15–24 children, during periods of the when the Teacher is not in the room; including either early or late shift, lunch break, prep time and meeting times. During extended absences of the Teacher including illness, vacation, or job vacancy, fulfills all the duties of that position.

Program Specific Responsibilities

- Maintaining a safe, nurturing and creative and inclusive environment for all children
- Greeting parents or guardians cordially and professionally and exchanges accurate information concerning the child's needs and how his / her/ day has been daily.
- Providing a friendly and welcoming environment for children, parents and staff
- Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of children birth to four, with emphasis on language development and emergent literacy skills.
- Supervising children at play, setting limits, and helping children problem solve
- Facilitating each child's emotional, social, intellectual, and physical growth
- Observing and documenting children's work and progress
- In conjunction with Teacher is responsible for completing DRDP-R assessments, other data relating to child's development, observations, and any other relevant documentation
- Work cooperatively and collaboratively with co-workers/teammates to ensure the best quality program and services.
- Support teacher in creating an exciting and enriched environment connected to curriculum and quality learning experiences
- Sharing information within ones own team and across the centers within the region;
- Demonstrating sensitivity and empathy towards others; open to new ways of thinking and working while learning from your experiences;

Minimum Qualifications:

- A minimum of 50 days of 3+hours/day work experience within 4 years

- AA degree in Child Development, Early Childhood Education or related field of study preferred OR 24 Early Childhood Education (ECE) or Child Development (CD) Units, including core courses (child/human growth and development; child/family/community and curriculum) and at least 3 units in administration
- Must be willing to continue educational growth to obtain minimum qualifications of a Child Development Teacher's Permit and to continue educational growth towards a Bachelors Degree.
- Must hold or be eligible for State of California Commission on Teacher Credentialing **Associate Teacher Permit or above.**
- 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
- Professional ethics of confidentiality, discretion and good judgment.
- 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 supervise/work with a staff of varying educational and experiential backgrounds with sensitive leadership, maturity, and stability
- 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
- Candidates of color and/or who are bi-lingual in Spanish/English, Cantonese/English, encouraged to apply

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

SEND RESUMES AND COVER LETTER TO BOTH :

Yohana Quiroz, CYF Division Director
Felton| Family Service Agency of San Francisco
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Resumes sent without a proper cover letter and/or not meeting MINIMUM qualifications will not be considered.