

Title

Lead CPDI and HWC Teacher
Updated: 7/24/2017

Job Overview

Family Connections is committed to nurturing each child's social, emotional, physical, and cognitive development from early childhood to school-age. This is a critical position that leads our Child-Parent Drop-In Program (CPDI) in the mornings (M-F, 9:45am-12:30pm) and teaches in the afterschool Homework Club (HWC) in the afternoon (M-F, 2-6pm). The CPDI program is recognized by the San Francisco Department of Public Health as the model for parent/caregiver and child bonding groups, as well caregivers support and infants/toddlers learning. Children ages 0-3 gain social, emotional, and cognitive skills, while parents/caregivers -- who are required to remain on site with the children -- expand their ability to nurture safe families and raise healthy, successful children. Homework Club (HWC) is a licensed afterschool homework support and enrichment program for elementary school-age children.

Job Highlights

- Lead Child-Parent Drop-In Program including facilitate and build a daily or weekly curriculum
- Engage children in socially appropriate play and modelling healthy, child-centered interactions per program model
- Engage actively with parents and caregivers in an ongoing, respectful manner including modelling, coaching and facilitating healthy interactions/ relationships in all program
- Supervise 2 CPDI support staff in the morning
- Supervise children and be responsible for carrying out program duties including setting and cleaning program space and materials, preparing and serving snack, implementing activities per program curriculum (including free play and circle time in CPDI, project- and theme-based activities in both programs)
- Check and supervise children's homework in HWC
- Maintain on-going communication with parents/caregivers of children including communicating children's progress and program expectations/ goals
- Maintain safety and program expectations/ policies, following all protocols in compliance for childcare licensing
- Support implementation of enrichment activities for children including early literacy activities in CPDI and enrichment activities including computer literacy activities, math and science activities, art/craft projects and interest clubs in HWC/SAEP
- Be responsible of assigned documentation needs including children's forms, progress and incident reports, participant surveys, attendance sheets, etc.
- Prepare and organize materials and supplies in assigned classroom and model responsibility of care for all Family Connections curricular materials
- Ensure the program is consistent with the goals and the philosophy of the center
- Attend biweekly staff meetings, biweekly case consultation meetings with the mental health consultant, and program related meetings, trainings and workshops, as needed.
- Follow directives of Portola Family Connections' policies and State of California Community Care Licensing guidelines



Qualifications

- BA in Early Childhood Education or similar field required
- Minimum of 2 years' experience working as a Lead Teacher in an Infant/Toddler or Preschool classroom
- Minimum of 3 years of experience working with young children ages 0-10 and their parents/caregivers in bilingual, multicultural communities
- Must be able to work well in a team, as well as independently
- Strong leadership skills, takes initiative, strong classroom management skills
- Must be comfortable conducting Circle Time with a combined total of 40 children and caregivers.
- Should possess good observational and analytical skills and be able to offer fresh solutions to staff and families - Excellent verbal, written, and interpersonal communication skills
- Knowledge of curriculum development
- Professional ethics of confidentiality, discretion, and good judgment
- Work well with a diverse staff and excel in a multicultural environment
- LivesScan Clearance and physical health/TB clearance required
- A working knowledge of Community Child Care Licensing requirements is preferred
- 12 Early Childhood Education (ECE) units preferred

Agency Overview

Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For 23 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at www.portolaafc.org.

Physical I Requirements

Teaching:

- involves walking, stooping, bending, kneeling, reaching and interacting with children
- occasional walking required when leading children from Family Connections Center to trips to community parks and other field trips
- involves setting up a classroom, including moving, pushing, pulling, lifting, manipulating, and dragging objects up to 25 lbs. May rarely be required to pick up child in emergency situation

Compensation and Application Process

- \$21-23/hour (\$43,680-47,840/year), depending on experience
- Part-time, nonexempt position
- To apply, email your cover letter (required) and resume to: jobs@portolaafc.org. Please, absolutely no inquiring phone calls!

Family Connections is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed.

They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

2565 San Bruno Avenue, San Francisco, CA 94134 415.715.6746 (p) 415.715.6898 (f) www.portolaafc.org