



Job Posting: Las Luciérnagas Assistant Teacher

Hours per week: 1.0 FTE (40 hrs/ week)

Exempt

Project Commotion Overview

Founded in 2006, Project Commotion (PC) is a community-based organization located in the Mission District of San Francisco. Our mission is to foster healthy development in children of all abilities through purposeful movement, play, and family and community relationships. PC serves children and youth, along with their parents/caregivers, educators and interdisciplinary support teams – strengthening inter-generational connections and community health through embodied, educational movement-based programs. Equity and empowerment is at the core of all of our work. Our programs are bilingual English/Spanish, taught in an inclusive environment where children of all abilities can flourish physically, socially and emotionally.

Program Overview: Las Luciérnagas

In 2011, PC launched Las Luciérnagas (LL), a Bi-Lingual Spanish/English Early Childhood Program for children ages 2 - 5. LL is a unique early childhood program where children are invited to learn through play with a focus on gross-motor development and nurturing relationships. LL's program philosophy centers on four pillars: Connection to Family Community & Nature; Movement & Play; Equity & Social Justice; and Language & Culture

Las Luciérnagas Assistant Teacher

Shift: 8am - 4:30pm Monday - Friday; Classroom duties 8:30 – 3:30 pm daily (Wednesday early release at 1pm followed by weekly meetings)

The LL Assistant Teacher is a bilingual English/Spanish speaker responsible for delivering developmentally appropriate child care and education in both languages. LL is a bilingual program that supports multi-language-learners and families who speak Spanish as a home language.

The LL Assistant Teacher partners with/supports the Lead Teacher in implementing PC's early childhood program. This role is responsible for on-site direct service delivery during program hours. Site Supervisor will schedule weekly release hours (average 10% weekly) to attend meetings and complete assigned curricula/administrative duties.

The position reports directly to the LL Site Supervisor.

Responsibilities

- **Daily Teaching & Student Support:** Complete daily tasks such as supervising and supporting children, sign in/out procedures, and documenting developmental domains for children. Lead developmentally appropriate group activities. Collaborate on student schedules and rotations. Build and maintain responsive and nurturing relationships with children. Establish and maintain effective working relationships



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with families and staff. Collaborate with families and Lead Teacher to complete ASQs and DRDPs. Implement IEP/IFSP goals. Collaborate regularly with Lead Teacher and Site Supervisor.

- **Physical Requirements:** Set up, breakdown, and movement of gym, classroom, and outdoor equipment. Must be able to regularly lift 35 lbs. Must be able to move up and down to be on a child's level throughout the day.
- **Curricula Development:** Collaborate with Lead Teacher on monthly curricula development and projects that align with LL Program pillars and children's needs; Plan and lead activities appropriate to age groups and developmental stages.
- **Administration:** Assist with administrative tasks related to LL programming including but not limited to, quarterly menus, weekly rosters, and reviewing student records/files as needed. Conduct biweekly observations and document students' individual goals. Inventory supplies for LL and create/update shopping list as needed.
- **Inter-Office Communications:** Attend scheduled meetings with co-workers, communicate with colleagues via Slack, email, and phone on a consistent basis. Participate in performance reviews to LL team members and PC colleagues. Communicate directly, clearly, and respectfully to help maintain an organizational culture of collective leadership and collaboration.
- **Family Engagement, Support and Communications:** Update StoryPark platform with student documentation of learning stories and community posts. Support delivery of family engagement activities including Family Cafes, parent workshops and other special events. Communicate with families about specific challenges, incidents, and strengths that have been observed and documented regarding their child(ren).
- **Outreach and Program Enrollment:** Represent LL at public events on an as-needed basis; attend Open Houses, support home visits.

Summer Role: Camp Commotion Instructor

During the preschool program break in the summer, LL Assistant Teacher will be assigned camp and/or offsite program duties to fulfill their hourly commitment/agreement.

Staff Meetings and Retreat

This position is expected to attend all regularly scheduled staff meetings, staff in-service and pre-service trainings.

Fundraising and Organizational Support

Project Commotion maintains a robust culture of fundraising shared by all staff. Though fundraiser efforts are led by our Development team, all staff are expected to contribute. Staff are trained on how the organization is funded and are given the tools to talk about the organization holistically. All staff work together to make Project Commotion's annual fundraising event a success. Additionally, each staff member helps to sustain the organization in ways that are meaningful to that staff member. Activities might include



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but are not limited to inviting people to a fundraising event, asking businesses for donations or sponsorships, sharing social media posts, and/or representing Project Commotion at events.

Further Education and Staff Training

As part of the employee's commitment to Project Commotion, they will work to deepen their understanding of Project Commotion's philosophy and approach, as well as related subjects of child development, etc. through attendance at workshops, seminars, and publications. They will also continue to pursue professional development opportunities specific to their field, such as child development, kinesiology, and facilitation workshops. Professional development hours may be paid, according to the capacity of the organization.

PC will provide a minimum of 16 hours of paid staff training annually. Topics may cover, but are not limited to, brain development, sensory systems, building relationships, movement exercises incorporating midline activities, communicating with parents and caretakers, working with diverse populations, trauma informed care. This may include bi-weekly staff meetings, staff workshops led by the PC leadership team.

Evaluations & Professional Growth Plans: All employees participate in annual goal setting, action plans, and personal and peer evaluations.

Other

All staff may, at times, step into other programs/roles to support in times of need.

Position Qualification Requirements

Education: Minimum of 12 units in ECE/CD (Early Childhood Education/Child Development), 24 units in ECE/CD or AA Degree preferred.

Requirements:

- State of California Child Development Associate Teacher Permit or higher
- Current Physical Health Screening (*every 2 years thereafter*)
- Fingerprinting Clearance (DOJ)
- Current Immunizations (TB, Influenza, MMR, Pertussis) (*every 2 years thereafter*)
- Complete Mandated Reporter Training
- Current CPR & First Aid Certificate (*every 2 years thereafter*)

Language(s): Bilingual, bi-literate; English/Spanish.

Schedule, Pay and Benefits

Work Schedule

Full time, 40 hours weekly. Requires on-site hours for program delivery. Some weekend and evening shifts are required, according to event, meeting and outreach schedules.



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Salary

Salary starts at \$62,400 annually, and increases according to educational attainment and CDC Permit levels, per wage requirements of San Francisco's Early Educator Salary Support Grant Funding.

Teacher salaries are determined and supported in part by the Department of Early Childhood's (DEC) Workforce Compensation grant. Project Commotion qualifies for this support because of compliance with all requirements of Department of Early Care and Education Workforce Compensation Grant.

Vacation

This position accrues paid vacation at 3.3 hours per pay period and will increase to 5 hours per pay period when the employee reaches a 5-year employment mark with the organization.

Sick Leave

In accordance with state, federal, and local laws, employees will accrue 1 hour of paid Sick Leave for every 30 hours worked up to a maximum of 72 hours of paid Sick Leave per year. Employees begin accruing paid Sick Leave on the first day of employment.

Medical Benefits

Full health, dental and vision package included.

To Apply

Applicants are advised to read through our website at www.lasluciernagas.org to develop an understanding of our programs, mission and philosophy before submitting an application.

To apply, please send an email to info@projectcommotion.org with the following:

1. Subject line: LL Assistant Teacher
2. A cover letter indicating position of interest
3. Resume
4. Transcripts verifying your education units
5. List of 3 – 5 references, with current contact information (name, phone, email, nature of your relationship)