



Infant Care Assistant Teacher Job Posting

Position: Infant Care Assistant Teacher

Grade: Full Time, Non-Exempt, Potential Union

Hours: 7.5-hour shifts Monday to Friday between 7am and 6pm

Rate Range: \$18.74 to \$22.65 per hour (based on experience)

Summary

J Los Angeles's Early Childhood Center (ECC) is a community-based school with Jewish values at its core. The ECC recently opened a NEW Infant Care Center (ICC) serving 18 infants and toddlers. The ECC supports the community in which it sits and, as such, our educators are supported as they take their students on journeys to explore concepts such as kindness, equity, social justice and more! Come work in a school that is supported by four pillars: Heart – a warm, welcoming, and diverse community that cares about its families; Standards – experienced, nurturing teachers who use play and art-based curriculum to inspire development; Flexibility – flexible hours and a variety of schedules to meet our families where they are; Jewish – we are proudly guided by Jewish values and open to all.

J Los Angeles ICC is looking for energetic, open-minded Assistant Teachers to help foster curiosity, exploration, and respect with young children. Candidates should love working with children and believe that infants and toddlers are competent individuals worthy of a loving, engaging environment. Judaic values and traditions are incorporated into everyday learning.

J Los Angeles ICC can provide you the opportunity to dramatically impact the lives of young children and families while you grow into the teacher you want to be. We provide many professional development opportunities for teachers to learn and grow.

Responsibilities and Duties

Community & Relationship Building

- Interact and connect with children, families, and J Los Angeles partners in ways that support strong relationships, respect, and collaboration.
- Communicate warmly and professionally with families during drop-off, pick-up, and through daily informal check-ins, supporting families in their ongoing learning.
- Approach conflicts as opportunities to learn and coach children to be creative, confident problem solvers.
- Maintain a positive and cooperative working relationship with Lead Teachers and fellow team members, taking direction from the Lead Teacher in all matters related to classroom management, curriculum, and programming.
- Attend monthly staff meetings and participate actively as a contributing member of the school community.
- Accept responsibility for the well-being of all children and staff in your care during your shift.



Classroom Environment & Daily Support

- Work as part of a co-teaching team to maintain a healthy, safe, and engaging classroom environment for a group of 12–18 infants and toddlers.
- Assist the Lead Teacher in implementing daily routines, transitions, and activities in a consistent and nurturing manner.
- Help set up and maintain the indoor and outdoor learning environment as directed by the Lead Teacher, including supporting preparation of materials for learning provocations and classroom displays.
- Follow all health, safety, and nutrition protocols in accordance with California Title 22 Community Care Licensing requirements and JLA center policies.
- Assist with daily documentation tasks as assigned by the Lead Teacher, which may include logging daily care routines (feeding, diapering, sleep) and contributing observations for inclusion in parent communications.
- Support the Lead Teacher in daily playground updates, weekly newsletters, and other parent-facing communications as directed – such tasks remain the primary responsibility of the Lead Teacher.

Curriculum & Program Support

- Support the Lead Teacher in fostering a rich, play-based curriculum rooted in Judaic values and traditions, honoring a strong view of children as capable learners and thinkers.
- Assist in implementing curriculum activities and learning provocations as planned and directed by the Lead Teacher.
- Participate in Spanish language routines in the classroom, including circle time songs in Spanish and classroom commands and transitions, as established by the Lead Teacher.
- Observe children throughout the day and share relevant observations with the Lead Teacher to inform curriculum planning and family communication.
- Adhere to curriculum themes and programming as prescribed by Teaching Administration and the Lead Teacher.

Important Note on Role Scope: The duties of the Lead Teacher may not be reassigned to or assumed by an Assistant Teacher without the prior written approval of Teaching Administration or Management. The Assistant Teacher role is designed to support and supplement the Lead Teacher's work, not to substitute for it.

Qualifications and Skills

This position is classified as a Teacher Aide under California Department of Social Services (CDSS) Title 22, Division 12, §101216.2. The following minimum education and compliance requirements apply to all candidates prior to and following employment:

Minimum Required – Title 22 Teacher Aide (§101216.2):

- Completion of at least 6 postsecondary semester units (or equivalent quarter units) of Early Childhood Education (ECE) or Child Development (CD) coursework from a WASC-accredited or approved institution, completed with passing grades prior to employment;



OR active enrollment in an accredited ECE/CD program with a minimum of 2 units completed each semester or quarter following hire until the 6-unit threshold is met.

- Candidates hired below the 6-unit threshold must have on-site supervision by a fully qualified teacher at all times while working with children, until the 6-unit requirement is satisfied.
- For placement in an infant/toddler classroom: at least 3 of the required ECE/CD units must be specifically focused on Infant and Toddler Care or Development, per Title 22 infant care center staffing standards.
- Must be 18 years of age or older prior to employment. (Exception: candidates under 18 may be considered only if currently enrolled in an accredited high school or college occupational program in child care, per §101216.2(b).)
- Active compliance with all California CDSS Title 22 background clearance requirements, including a Criminal Record Clearance and Child Abuse and Neglect Reporting Index check, completed prior to first day of employment. No exceptions.
- Completion of 16 hours of health and safety training as required under Health and Safety Code §1596.866, including pediatric first aid and CPR, prevention of communicable disease, and child nutrition. Must be completed within the timeframe established by CDSS.
- Current pediatric CPR and First Aid certification, or willingness to obtain prior to first day. Renewal required per CDSS licensing regulations.

Preferred Qualifications:

- Completion of the full 12-unit ECE/CD coursework requirement, including Child Growth and Development; Child, Family, and Community; Programs/Curriculum; and at least one ECE/CD elective.
- Possession of, or active progress toward, a California Child Development Assistant or Associate Teacher Permit issued by the California Commission on Teacher Credentialing (CTC).
- 3 or more semester units specifically in Infant and Toddler Development and Care.
- Prior experience working in a licensed infant, toddler, or preschool program.

Professional Skills & Competencies

- Some experience working with young children in a childcare, school, or group care setting preferred; entry-level candidates with the required coursework and a genuine passion for early childhood education are encouraged to apply.
- Strong interpersonal skills and ability to communicate warmly and professionally with children, families, and colleagues.
- Willingness to work as a supportive member of a co-teaching team and follow the direction of the Lead Teacher.
- Reliable, punctual, and able to complete assigned tasks within the scope of the Teacher Aide role.
- Open to learning and professional growth; interest in pursuing additional ECE coursework and credentialing is strongly encouraged.



- Able to meet the physical demands of the position, including caring for active infants and toddlers, repetitive bending, lifting, and sitting on the floor for extended periods.

Application Procedures

Interested applicants, please email your résumé with a cover letter describing your qualifications to hr@thejla.org. Please use “Infant Care Assistant Teacher” as the subject line. No phone calls, please; we will contact qualified candidates to set up interviews. The position will remain open until the staffing need is met and may close without advance notice.

J Los Angeles is an equal opportunity employer committed to complying with all applicable laws providing equal employment opportunity and makes employment decisions on the basis of merit. Our policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, veteran status, age, national origin, or ancestry, physical or mental disability, medical condition, sexual orientation, gender identity or any other consideration made unlawful by federal, state, or local laws. To learn more about J Los Angeles, find us on the web at thejla.org.