

## Harbor Interfaith Services, Inc. | School Age Teacher/Floater | Job Description

**Harbor Interfaith Services (HIS)** is a non-profit organization based in San Pedro, with a mission to provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles, Service Planning Area (SPA) 8.

Harbor Interfaith Services is looking to add a full-time School Age Teacher/Floater to our team. We are recruiting people who are top performers with excellent supervision skills, a keen eye for detail, and a passion for teaching and working with children. Team member benefits include medical, dental, vision, and life insurance covered by HIS, a 403(b) employee-contribution plan, sick leave, vacation leave and paid holidays.

### Key responsibilities:

- Supervising school children ages 4-18
- Maintaining updated parent release forms for all children enrolled in the program
- Assisting in the completion of daily homework
- Developing curriculum for appropriate school-aged children
- Documenting all incidents and reporting concerns to the Director of Education and/or appropriate authorities
- Preparing and issuing meals to all children in attendance
- Completing and providing daily statistical data to the Director of Education
- Supervising recess, craft activities, and computer usage and cleaning up at the end of the day
- Guaranteeing that all children are signed out at the end of the day by following safety protocol
- Attending staff meetings, trainings, and case conferences and completing other duties as assigned.

### We would like to speak with you if:

- You have a child development certificate.
- You have excellent communication skills, both verbal and written.
- You have a minimum of one year's experience working with children or you have 24 units of Child Development coursework including infants and toddlers.
- You have a clean driving record, a valid California driver's license, and adequate auto insurance.

### About Harbor Interfaith

We offer an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

If you are interested in this position, please send your resume and contact information to the attention of Human Resources at [hr@harborinterfaith.org](mailto:hr@harborinterfaith.org). Please note that we are not able to accept direct inquiries via phone for this position.

*Harbor Interfaith Services is an at-will employer, meaning we or our employees have the right to terminate the employment relationship at any time, for any reason, with or without cause.*