



Blind Children's Learning Center

Destination → Independence

18542-B Vanderlip Avenue

Santa Ana, CA 92705

Position Title: Substitute Classroom Assistant / Assistant Teacher

Reports To: Lead Teacher and Bright Visions Director

Time Requirement: Temporary/As Needed

Salary Range: \$13.00 per hour

Position Description: This position will serve as a substitute assistant to the teacher in the classrooms of visually impaired and typically developing children ages 6-months to 8 years (second grade)

REQUIRED: Education and Experience of Candidate:

- High School Diploma
- At least 9 units in college-level work in early childhood development (ECE) including completion of the following classes:
 - **Child Growth and Development**
 - **Family, Child and Community**
 - **Program Planning and Curriculum**
- In addition, the candidate **MUST** show completion of or enrollment in an elective class in preschool age children (2-8 years old or second grade)
- Un-official transcripts must be available upon interview, Official transcripts must be submitted upon hire
- Multiple non-technical tasks, operation of standard office equipment, preparing and maintain accurate records, problem solving, patience and good communication skills
- Previous work with visually impaired children or other disability desired

Scope of Work:

- Follow lesson plans available from the classroom teacher, lead teacher or Program Director
- Assist teacher with instructional and classroom support
- Ability to establish and maintain a courteous and cooperative working relationship with children, families and coworkers
- Interact with children in accordance with developmentally appropriate practices established by the Center and evaluators
- Supervise students, aides and volunteers in the classroom, outside playground and bathrooms
- Maintain records and prepare daily report of activities
- Program, childcare duties as requested
- Maintain classroom environmental standards

- Classroom/lesson preparation as requested by teacher
- Demonstrate success in working with a team
- Assist with toileting/bathroom needs
- Conduct self in accordance with BCLC's Mission, Vision and Values at all times
- Other professional, job related duties as assigned

Physical Requirements:

- Ability to stand and walk with children during play inside and out
- Ability to lift at least 35 pounds with the use of a lift belt
- Ability to go up and down stairs
- Ability to sit on the floor with children
- Ability to bend, kneel, etc. to help children with toileting activities

Mental Requirements:

- Ability to work with frequent interruptions and changes in workload priorities
- Ability to prioritize tasks
- Ability to maintain confidentiality

Essential Values-Based Competencies:

- Understanding of and passion for the students and staff of Blind Children's Learning Center
- Understanding of and passion for the Agency's Mission and Vision
- Exemplifies organizational core values of accountability, integrity and respect
- Demonstrates organizational operating principles of communication and teamwork
- Displays the organization's essential attitudes by approaching projects, activities and other job functions with flexibility and a positive attitude

Compensation and Work Hours:

- Salary range is commensurate with experience/skills/education
- This is a temporary and as needed position

To Apply:

Please send your resume via email to HR@BlindKids.org – No phone calls or Faxes please. In your email, please put the Job Title in the subject line.

Blind Children's Learning Center is an Equal Opportunity Employer providing opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Candidates who qualify for any position with BCLC and are offered a position must successfully pass a fingerprint and background check through the California Department of Justice, the FBI and the National Child Abuse Index. Before the first day of work, the candidate must present proof of immunizations such as Measles, Pertussis and Influenza as well as being cleared of Tuberculosis. All of

the above are required through Orange County Community Care Licensing as well as The California Department of Education.