



Organization of Special Needs Families (OSF)

20432 Silverado Ave., #5, Cupertino, CA 95014

Tel: (408) 996-0850 Fax: (408) 996-0850

Website: www.osfamilies.org

501(c) (3) Non-Profit

JOB TITLE: Teacher Aide

DEFINITION

Under the direct supervision of the Organization of Special Needs Families (OSF) Integrated Child Care Program Director and teachers, the aides will assist in supervising and implementing the Day Care Behavior Intervention Program within the Child Care site in accordance with the policies, procedures, and philosophy of OSF. OSF is a non-profit organization for families with special needs and typically developing children.

DUTIES

- Provide assistance to the teacher and help implement activities related to the Integrated Enrichment Program
- Assist in the interpretation and explanation of policies, programs, principles, etc.
- Record individual children's behavior and observations on an appropriate record keeping form or report card
- Attend mandated training programs, conferences, meetings, etc.
- Provide an environment that facilitates growth and positive self image for children
- Other duties as assigned, related to your work as part time integrated child care aide

QUALIFICATIONS

Knowledge / Skills

- Knowledge of OSF philosophy, principles, and comprehensive services (preferred)
- Knowledge of Early Childhood Development Practices
- Ability to efficiently communicate with staff, children and families
- Bilingual (English / Asian) preferred

Education / Experience

- High school diploma, AA degree in progress, or child care training certificate preferred
- Eight (8) approved units from an accredited college/university in Early Childhood Education, Child Development, or Special Education (preferred)
- At least one year experience working with children 0-5 years.
- Experience working with children with special needs (preferred)



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HOURS OF OPERATION

Up to 30 hours per week 12noon to 7pm

HEALTH STATUS

Must submit proof of TB clearance, as required by state and federal regulations, by a doctor or clinic, not more than one year prior to or seven days after employment or licensure.

BACKGROUND CLEARANCE

Proof of fingerprint clearance and background check must be received by OSF before hire date.

SALARY \$9 - \$15/hour (depending on experience & education)

CLOSING DATE Open until filled

A completed employment application and resume of qualifying education/experience must be submitted to Organization of Special Needs Families, Personnel Office, 20432 Silverado Ave., #5, Cupertino, CA 95014.

Equal Opportunity/Drug Free Workplace Employer