



TITLE: Maestr@ of Early Learning
REPORTS TO: Mayfair Coordinator
CLASSIFICATION: Temporary Employee
COMPENSTION: \$18.50/hr

HOURS: On Call

Job Summary:

The Maestr@ provides quality learning care for children of participating parents who are developing leadership and strategies to increase the school success of their children. As needed, the Maestr@ will fill slots for childcare/Escuelita during programs and prepare learning activities at SOMOS Mayfair events. The Maestr@ will also be tasked with integrating key early learning concepts into their daily routine, support families in establishing activities at home and executing a strong model of early learning engagement.

The Maestr@ reports directly to Somos Mayfair’s Coordinator and works alongside a strong team of Maestr@s and Coordinators to develop strategies to increase early education opportunities in our communities and support ongoing literacy development in childcare/Escuelita that result in increased school readiness and success. The Maestr@ will strengthen our overall impact in literacy and education work by working in the SOMOS Mayfair Escuelita – learning space that promotes child emotional enrichment, creativity, cognitive reasoning, socialization tools, autonomy, curiosity and intrinsic learning motivation. Maestr@s practice a warm, respectful and responsive teaching methods to ensure that we are nurturing the social and emotional needs of children in our care.

Organization Background:

Somos Mayfair was created in 1997 to address the chronic crises that resulted from the high rates of poverty in the Mayfair neighborhood of East San Jose. As Somos has effectively and comprehensively responded to community needs we have honed our focus on building the power of our community to proactively address two long-term community priorities - fostering early school success and community self-determination. *The mission of Somos Mayfair is to cultivate the dreams and the power of the people of Mayfair through cultural activism, social services, and community organizing. We are generations of immigrants, rooted in a vibrant community who nurture health families and successful students, and who speak out for justice in Silicon Valley.*

Duties and Responsibilities (approximate % of time & priority):

Support early learning strategy (60%)

1. Integrate FIRST 5 concepts into daily learning routines and develop activities for different age ranges;
2. Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime
3. Watch for signs of emotional or developmental challenges in children to work with SOMOS staff and parents to support the child
4. Support children's emotional and social development, encouraging understanding of others and positive self-concepts
5. Maintain open communication and cooperative relationships with parents to support them in establishing literacy routines at home
6. Organize activities so that children can learn about the world and explore interests in different spaces
7. Provide quality learning activities in a classroom environment as well as in community spaces where programming is delivered, such as neighborhood homes, schools, and other public spaces.

Quality Early Learning Environment (20%)

1. Supervise and monitor the safety of children at all times
2. Prepare healthy meals, organize mealtimes and snacks for children that meet FIRST 5 guidelines
3. Help children keep good hygiene
4. Sanitize toys and play equipment
5. Keep up-to-date on best practices regarding nutrition and food handling with young children
6. Ensure that all providers maintain attendance logs of children
7. Maintain confidentiality and report any suspected abuse to supervisor
8. Maintain a safe and healthy environment, including reporting damaged or lost materials
9. Keep all appropriate records; attendance, accident reports and copies of time sheets
10. Follow policies and procedures established by the organization to guide the operations of Escuelita

Supervision (10%)

1. Work in partnership with the Mayfair Coordinator to trouble shoot or address any concerns that may arise
2. Provide and receive constructive feedback from peers and staff at SOMOS Mayfair to ensure a strong and intentional early learning program

Professional Development (10%)

1. Attend orientations scheduled for all Maestr@s
2. Demonstrate behavior that is professional, ethical, and responsible
3. Review changing protocols or standards of quality implementation
4. Perform other duties and responsibilities as assigned by Mayfair Coordinator

Required Qualifications:

1. At least 9 completed ECE units (up to 3 units may substituted with proven experience) or the equivalent;
2. On track to receive the Child Care Certification from SOMOS Mayfair
3. Experience working in early childhood education, nutrition & family wellbeing programs;
4. Must be flexible and adaptable to meet the needs of the children and program
5. Ability to interact with children in a way which conveys respect and nurturing
6. Knowledge of techniques to support the social and emotional development of children
7. Fingerprint and TB clearance

Preferred Qualifications:

8. Bilingual English/Spanish;
9. Professional demeanor and skills with conflict resolution
10. Willingness to participate in professional development opportunities
11. Computer proficiency in MS Word, Excel, Internet and e-mail is preferred;
12. Valid CA driver's license preferred, but not required.

To Apply

We encourage you to forward this announcement to others who may be interested. The position will remain open until filled. Please apply by submitting a cover letter and resume to:

Human Resources
Somos Mayfair
370-B South King Rd.
San Jose, CA 95116

Or via e-mail at: info@somosmayfair.org

SOMOS Mayfair is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.

For more info contact us at (408) 251-6900 or learn about us at: www.somosmayfair.org