



**TITLE:** Childcare Provider/Lead  
**REPORTS TO:** Program Coordinator – Ana Cecilia Reyes  
**CLASSIFICATION:** Part-Time Employee  
**SALARY:** \$14 Provider/ \$16 Lead  
**HOURS:** TBD

**Job Summary:**

The childcare provider/lead 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 childcare assistant/lead will fill slots for childcare during programs and prepare childcare activities at Somos Mayfair events. The childcare assistant/lead will be tasked with integrating key early learning concepts into their daily routine, support families in establishing activities at home and develop a strong model of early learning engagement.

The childcare provider/lead reports directly to Somos Mayfair's Program Coordinator to support ongoing literacy development in child care that result in increased school success. The childcare assistant/lead will strengthen our overall impact in literacy and education work in community by working in the Somos Mayfair Escuelita which is a child care program that promotes child emotional safety, creativity, cognitive reasoning of children, social tools, autonomy, curiosity and the intrinsic learning motivation. Childcare Assistants/lead practice a warm, respectful and responsive teaching method to ensure that we are complying with the social and emotional needs of the children in our care. They reach their potential when its suppliers are attentive to all areas of their development.

**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 child care 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 and bring the problems to the attention of parents
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



*Quality Early Learning Environment (20%)*

1. Supervise and monitor the safety of children in their care
2. Prepare healthy meals and organize mealtimes and snacks for children that meet FIRST 5 guidelines
3. Help children keep good hygiene
4. Sanitize toys and play equipment and overall play area
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 such as, attendance, accident reports and copies of time sheets.

*Supervision (10%)*

1. Work in partnership with the Program coordinator and Lead 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. Create an annual professional development plan to develop or strengthen essential skills and seek opportunities for greater and on-going learning, including
2. Attend orientations and team meetings scheduled for all Childcare Providers/lead
3. Demonstrate behavior that is professional, ethical, and responsible
4. Review changing protocols or standards of quality implementation
5. Perform other duties and responsibilities as assigned by Program Coordinator

**Required Qualifications:**

1. At least 12 completed ECE units for **lead position only**
2. Experience working in early childhood education programs; experience with nutrition & family wellbeing programs;
3. Bilingual English/Spanish;
4. Professional demeanor and skills with conflict resolution
5. Willingness to participate in professional development opportunities
6. Must be flexible and adaptable to meet the needs of the children and program
7. Ability to interact with children in a way which conveys respect and nurturing
8. Knowledge of techniques to support the social and emotional development of children
9. Computer proficiency in MS Word, Excel, Internet and e-mail is preferred;
10. Valid CA driver's license preferred, but not required.
11. Fingerprint and TB clearance

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 filling out a job application for the position at:

**Human Resources**

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

Or via e-mail at: [info@somosmayfair.org](mailto: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](http://www.somosmayfair.org)