



SAN RAFAEL

THE CITY WITH A MISSION

Child Care Instructor I (School Age) **Part-Time (21 hours per week)** **\$14.59 - \$17.74 per hour** **Plus excellent pro-rated benefits**

APPLICATION DEADLINE: *Applications Reviewed Weekly*

THE CITY is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 59,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$100 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

THE POSITION:

The City of San Rafael Library & Recreation Department, Child Care Division, is accepting applications for Child Care Instructor I to work in our School-Age Programs. Under the supervision of the Child Care Director or Head Teacher, you will assist in the planning and implementation of daily activities for the school-age program.

This position performs the following essential job duties:

- Assist in planning and implementing age appropriate curriculum, activities, and events.
- Provide continuous supervision to children in day-to-day activities; ensures health and safety of children.
- Maintain childcare center, rooms and play areas in a clean, orderly and safe condition; sets up rooms and areas for various activities such as lunch, naps, games, etc.
- Monitor behavioral patterns and assists with assessment and child development profiles.
- Meet with parents as necessary or requested.
- Perform lead work responsibilities over Child Care Aides.

To be eligible for this position you must have knowledge of:

- Stages and phases of Child Development.
- Appropriate disciplinary techniques.
- Age-appropriate group curriculum and activities.
- Appropriate child guidance methods.

To be eligible for this position you must possess the ability to:

- Deal effectively with children and act as appropriate adult role model.
- Instruct children in large and small group activities.
- Accept direction from the supervisor.
- Establish and maintain positive working relationships with others. Work well in a team with other instructors and aides.
- Communicate effectively both verbally and in writing.
- Manage time, activities and resources effectively.
- Work as scheduled.

EDUCATION and/or EXPERIENCE:

- Completion of six (6) units Early Childhood Education (ECE) courses and currently working toward the completion of twelve (12) units of Early Childhood Education (ECE) courses.
- Six (6) months working with children.

SPECIAL REQUIREMENTS:

- Department of Justice and FBI fingerprint clearance
- Prefer possession of a valid California Driver's License

PHYSICAL DEMANDS:

Must be able to perform physical activities such as but not limited to lifting or carrying children or heavy items (up to 40 lbs.) unassisted, reaching, bending, standing, or walking. The employee is occasionally required to sit, climb or balance, twist, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. A City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include the following: application

appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Prior to appointment, candidate must pass a pre-placement physical examination, drug screen, a background check, and fingerprinting. To file an application, go online to www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to submit an application for this position: <https://www.calopps.org/san-rafael/job-20157145>

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the interview process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date.

For More Information Call: 415-485-3386