



Conejo Recreation & Park District

HILLCREST CENTER 403 WEST HILLCREST DRIVE, THOUSAND OAKS, CALIFORNIA 91360-4223
 PH: (805) 495-6471 FAX: (805) 497-3199 www.crpdp.org

Lead Preschool Teacher **Thousand Oaks Community Center**

Part-Time Base (variable hours up to 28 hours per week)

Open Until Filled

Hourly Rate: \$23.86 - \$29.00

Apply online: www.crpdp.org/hr (Follow link to CalOpps)

Summary

Under general supervision, develops and executes interactive programming to teach critical language, social and motor skills to preschool-aged or prekindergarten-aged children in a preschool setting; provides feedback on student performance to parents; and performs other duties as assigned.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, prepares and instructs comprehensive individual and group activities to establish meaningful connections while building language, social and motor skills such as following instructions, playing with others, and using play equipment.
- Creates and provides a safe, encouraging and nurturing learning environment with age-appropriate activities in a child-directed setting; fosters growth and encourages problem solving in preschool children to allow healthy emotional, social and cognitive development at individual pace and developmental stage.
- Educates children on basic fundamental concepts such as shapes, colors, numbers and letters to prepare for next stage of education; establishes routines for classroom with activities focusing on repetitive guiding, instructing and redirecting through storytelling, singing, arts and crafts, dance, and supervised play activities.
- Engages children in a positive manner to make corrections or enforce positive behavior by modeling and practicing mindfulness and positive affirmations; builds trust with consistent positive discipline, supports building self-awareness and self-esteem through socialization and other interactions.
- Communicates effectively with parents and supervisors; partners with parents on children's health and well-being; provides oral and written reports on development, classroom behavior and curriculum to parents and administration according to the District's protocol and procedures; responds to questions and inquiries from guardians and administration.
- Designs, organizes and updates curriculum according to child development framework; evaluates and analyzes success of programs and activities; adjusts programs to meet children's needs.
- Orders and organizes classroom supplies and equipment; maintains associated budgets for supplies and equipment; places purchase orders according to the District's policies and procedures.
- Provides guidance and direction to other teachers on all classroom activities; defines and assigns responsibilities of aides and volunteers.
- Maintains a safe and clean learning environment including daily cleaning, setup and breakdown of classroom.

Other Duties & Responsibilities

- Plans special events, prepares calendar and promotes events.
- Organizes children's files and follows the District's record-retention standards, policies and procedures.
- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.
- Performs other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education/Experience: A typical way to obtain the knowledge and abilities would be: graduation from a two-year program with an associate degree in addition to having at least 2,000 hours of relevant work or volunteer experience with at least 12 units completed in early childhood development education. Must be at least 18 years old.

Language Ability: Ability to communicate effectively with coworkers, children, parents, staff and the public. Ability to read, analyze and interpret documents such as District policies and procedures. Ability to write routine correspondence using correct spelling and grammar. Ability to communicate effectively in English in both written and oral form.

Math Ability: Ability to add, subtract, multiply and divide whole numbers, fractions and decimals.

Reasoning Ability: Ability to use independent judgement and take appropriate action to ensure the safety of children and staff. Ability to deal with emergencies and stressful situations.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance. For Therapeutics unit: ability to obtain a commercial driver license within one year of employment (for a 15-passenger van).
- Department of Justice fingerprint clearance.
- Proof of a negative TB skin test.

Other Required Skills

Ability to relate positively to young children, parents and staff. Ability to interpret and apply safety and sanitation guidelines for classrooms. Ability to lead curriculum planning, mentor other preschool staff, and train staff on curriculum preparation. Ability to work independently with limited supervision.

Supervisory Responsibilities: This position has no supervisory responsibilities. The employee may provide guidance or direction to other part-time employees and to volunteers.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee typically works indoors, but is regularly exposed to outdoor weather conditions. The employee may occasionally be exposed to biological hazards. The noise level in the environment is moderate.

Physical Demands: The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Lead Preschool Teacher continued . . .

While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands or fingers to touch, handle or feel; use hands and arms to reach; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Vision requirements include close, distance, color and peripheral vision; depth perception; the ability to adjust focus; and the ability to see well in poor lighting or at night. The employee is regularly required to lift up to 25 pounds and occasionally up to 50 pounds. Physical demands may vary according to unit assignment.

Selection Process

Apply online following the internal link provided by Human Resources to CalOpps (or contact HR for the link).

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. Fill out the application completely; blank spaces may cause rejection; do not refer to resume. Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Applications should be submitted as soon as possible as the position will close either at 5:00 p.m. on the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.