



# SAN RAFAEL

THE CITY WITH A MISSION

## **Child Care Instructor I (Preschool)**

**Full-Time (35 hours per week)**

**\$2,192 - \$2,665 per month**

**Plus excellent benefits**

**OPEN UNTIL FILLED:** *Applications received will be reviewed on a weekly basis*

### ***THE POSITION:***

Community Services in the City of San Rafael is recruiting for a full-time Child Care Instructor I position in their Preschool Programming. Under the supervision of the Child Care Center Director, provide developmental care and supervision to children enrolled in the childcare program; implement age appropriate curriculum for children; establish and maintain supportive relationships with children and parents; and other related duties as assigned.

### ***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.
- Work as scheduled.

**EDUCATION and/or EXPERIENCE:**

- Completion of six (6) units of Early Childhood Education (ECE) courses (core classes) and currently working toward completion of twelve (12) units of ECE courses.
- Six-months working with children.
- Prefer AA in recreation, education, or related field.

**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](http://www.calopps.org). Select "Member Agencies". Select "San Rafael".

**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.