



# SAN RAFAEL

---

## THE CITY WITH A MISSION

### **Child Care Instructor II (Preschool)** **Full-Time (35 hours per week)** **\$2,899 - \$3,524 per month** **Plus excellent benefits**

**OPEN UNTIL FILLED:** *Apply by March 2, 2020 for first consideration*

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

The Library and Recreation Department (Child Care Division) is recruiting for a full-time Child Care Instructor II position in their Preschool Programming at Parkside Preschool. Under the supervision of the Child Care Center Director, this position will 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:***

- Plan, implement and supervise developmental preschool programs.
- Develop age-appropriate curriculum and activities to stimulate children's cognitive skills, abilities and development.
- Evaluate needs of children, staff and site in order to maintain a safe and healthy environment for children and staff.
- Supervise the activities of children and records observations of children's behavior and activities; monitor behavioral patterns and develops assessment and profiles.
- Schedule parent conferences to discuss children's development and concerns; work with family to devise learning and development strategies as necessary.
- Maintain accurate attendance and enrollment records; maintain appropriate confidential records.
- Supervise and coordinate the work of subordinate childcare staff.
- Monitor and order classroom supplies and materials as needed.

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

- Early Childhood Development
- Curriculum models such as CLASS and Pyramid training
- Classroom management techniques
- Appropriate disciplinary techniques
- Oral and written communication skills
- Group leadership and teaching skills

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

- Plan and implement curriculum based on principles of Child Development.
- Supervise and coordinate staff and children.
- Establish and maintain positive working relationships. Work cooperatively to achieve program goals.
- Interact and communicate effectively, both verbally and in writing, with children, parents, staff, host school and community members.
- Manage time, activities and resources effectively.
- Work as scheduled.

***EDUCATION and/or EXPERIENCE:***

- Completion of twelve (12) units of Early Childhood Education (ECE) courses.
- One year working with children in a Preschool setting.

***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". Follow this link to submit an application for this position: <https://www.calopps.org/san-rafael/job-19975908>

**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.