



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## PRE-SCHOOL TEACHER (BILINGUAL PREFERRED)

#21C-18

(CASUAL/HOURLY)

20 hours per week

### SALARY:

\$18.99 - \$21.93 hourly

(Opened 06/27/2021)

Continuous

### Application Process

Apply online at

[www.CalOpps.org](http://www.CalOpps.org)

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

### Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most qualified applicants will be asked to participate in the testing process, which will consist of an interview with Parks, Recreation and Community Services Department staff.



### ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that

believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

### JOIN OUR TEAM

*Make an impact on youth in our community by leading youth in various activities*

*Assist in helping students excel in school by providing them with academic support*

*Participate and create recreational enrichment activities that help generate a positive social environment for youth*

*Develop professionally and enhance your leadership skills*

*Gain experience in youth development and education*

### ABOUT THE POSITION

The City of Redwood City is looking for individuals interested in working with pre-school children about 20 hours per week in a fun environment in our [Lil Learners Pre-School Program](#). We are currently seeking passionate individual to work in our Little Tots, Pre-K, and Spanish Immersion Programs at the Red Morton Community Center. This position will plan, organize and conduct projects and activities that support basic academics. In addition, this position will be involved in planning, preparing and participating in arts, crafts, story reading, song time and motor skill activities for pre-school children ages 3-5 years old. This position is only available during the school year (school year is August through June).

### ABOUT THE LIL LEARNERS PRE-SCHOOL PROGRAM

This program is designed for children to develop social, cognitive, and physical skills in a stimulating and warm environment. Teachers implement a child-centered philosophy to create a curriculum responsive to all the children in the group. Children will be introduced to a variety of Pre-K concepts including language, math, art, science, music, and movement. Click [here](#) to learn more about this program.

**BUILD A GREAT COMMUNITY TOGETHER**



## BENEFITS

The successful candidate will enjoy the following benefits:

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

## CITY VALUES

### Our Core Purpose:

Build a Great Community Together

### The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

**Typical duties may include, but are not limited to the following:** plan, organize and conduct activities that support basic academics; plan, organize and conduct motor skill activities and games; lead a variety of recreation activities which may include, but are not limited to, arts and crafts, organized games, story time, social recreation and music/singing activities; insure that proper safety precautions are observed in assigned activities and free play; maintain and care for equipment; help with preparation of activity calendars, bulletin boards, lesson plans and/or coaching strategies as appropriate to help promote and plan pre-school activities effectively; report to supervisors orally and in writing; complete assigned paperwork such as timecards, attendance reports and/or incident and accident reports; follow Departmental and Citywide rules and regulations as they relate to the supervision of pre-school participants and general work procedures; perform related duties and responsibilities as assigned.

## MINIMUM QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### Education & Experience

Education equivalent to high school graduation required. Must be at least eighteen (18) years of age. Completion of Early Child Education (ECE) units highly preferred. Experience in a preschool setting is highly desirable. Fluent written and verbal Spanish Language skills are required for the Spanish Immersion program, and a plus for the Lil Learners Program.

### Licenses & Certificates

- None.

### Knowledge of:

- Current early childhood education practices
- Pre-school recreation activities
- Stages of development of preschoolers
- School readiness
- Customer service techniques

### Ability to:

- Develop and implement effective program curriculum/content
- Communicate effectively, both orally and in writing
- Plan and schedule activities principles
- Engage children in activities such as arts & crafts, music and sports
- Organize people, supplies, equipment and facilities
- Explain and enforce rules, regulations, procedures and program objectives
- Understand, evaluate and resolve problems and conflicts
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Follow safety procedures
- Exercise good judgment, tact and courtesy



Incumbent must be physically capable of performing the essential job functions of this classification.

**A City application is required.** Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. Fingerprinting

Prior to appointment, candidates will also be required to pass a TB test.

**The City of Redwood City is proud to be an Equal Opportunity Employer!**

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.*

*Any provisions contained in this bulletin may be modified or revoked without notice.*

### **Supplemental Questionnaire**

1. Some positions require the ability to speak, read and write in both Spanish and English. **Are you fluent in both languages?** (A "no" response will not disqualify you from this process.)
  - Yes
  - No