



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

PRE-SCHOOL TEACHER (BILINGUAL)

#2512
(CASUAL/HOURLY)
20 hours per week

SALARY:
\$13.50 - \$17.23 hourly
Open Continuous
(Opened 03/01/18)

Application Process

Apply online at
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 84,000 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!

ABOUT THE POSITION

Pre-school Teacher
Lil' Learners/ Spanish Immersion

The City of Redwood City is looking for people interested in working with pre-school children 20 hours per week in a fun environment in our Lil' Learners Program and Spanish Immersion Program at the Red Morton Community Center. This position will plan, organize and conduct projects and activities that support basic academics, 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 of the following year).

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:



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.

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.