



EMPLOYMENT OPPORTUNITY

PRE-SCHOOL TEACHER

Position: Pre-School Teacher
Recreation & Community Services Department

Salary Range: \$20.00 to \$22.00 per hour
Part-Time, Temporary Non-Benefited position

Schedule: M/T 9:00am-1:00pm
W/Th 8:45am-12:15pm

Closing Date: Open until filled

The Position: The Pre-school Teacher will lead the pre-school class, which builds fundamental cognitive, emotional, social, and physical skills for children ages 3 to 5. Classes are held September through May at the Campbell Community Center. Class size maximum is 20 students; an aide is in the classroom to assist.

Responsibilities:

- Lead and direct a classroom of students with assistance of a classroom aide
- Provide safe, positive, and fun classes that are conducive to learning
- Assist with set-up and clean-up of classroom and preparation of art projects
- Greet children upon their arrival and check children out as they leave
- Supervise children in the playground area to ensure safe, injury-free play
- Assist with set up and/or putting away playground activities
- Perform classroom maintenance duties as needed
- Other duties as assigned

Ability to: Offer a pre-school class suited to the needs of a diverse community; follow oral and written instructions; communicate effectively, both orally and in writing; perform manual work; maintain assigned areas and equipment; establish and maintain effective working relationships with those contacted in the course of work. Move objects between 20 and 50 pounds for short distances. Ability to perform the essential functions of the position which requires standing, bending, sitting (including sitting on the floor and/or in small chairs at children's level)

Knowledge of: Methods, techniques and procedures in the planning and delivery of pre-school programs; common recreational and social needs of preschoolers; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret and explain program policies and procedures.

Education and Experience: Equivalent to completion of the twelfth grade. Prior experience teaching/leading pre-school or school aged children in a classroom setting. Completion of a minimum of 12 units in early childhood education is desired.

Selection Process: The most qualified applicants as determined by a screening of applications will be invited to participate in an interview. Selections will be made from the results of the interview. Selection is contingent upon a pre-employment fingerprinted criminal history records check and the ability to provide verification of authorization to work in the United States.

How To Apply: You may apply online through www.calopps.org and submit a cover letter to Recreation Supervisor, Lauren Council via email at laurenc@campbellca.gov.

The City of Campbell is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Campbell upon submittal of application. Documentation of the need for accommodation must accompany the request.