



Conejo Recreation & Park District

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PH: (805) 495-6471 FAX: (805) 497-3199 www.crpdpd.org

EMPLOYMENT OPPORTUNITY

Preschool Teacher

Part-Time Monday-Friday, generally 8:00 am-3:30 pm, August-June

Hourly Rate: \$14.75 - \$17.60

OPEN UNTIL FILLED

Apply online: <https://www.calopps.org/conejo-recreation-and-park-district/job-19934892>

Summary

Under supervision, co-teaches preschool-aged children in a preschool setting.

Essential Duties and Responsibilities

- Under direction of the lead teacher, plan and instruct individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment.
- Provide a positive, caring and learning environment.
- Communicate with children in a positive manner to make corrections or enforce behavior.
- Communicate with parents.
- Work well with 3-5 year-olds.
- Under the direction of the lead teacher, provide age appropriate activities.
- Maintain and organize classroom supplies and equipment.
- Communicate with supervisor.
- Assisting lead teacher in assuring the standards that have been set are met and the program continues to progress in the direction needed.
- Cleaning, set-up and break-down of classroom.
- May supervise aide and/or volunteers in preschool.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience: High school diploma or general education degree (GED); and 9 units completed in related field (childhood education preferred); and at least six months work experience with preschool; or an equivalent combination of education and experience.

Language Ability: Ability to read and interpret documents such as safety rules, early childhood educational material, CRPD memorandums.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving children and/or parents.

Skills: Ability to instruct children in activities designed to promote social, physical and intellectual growth needed for primary school. Ability to establish effective relationships with parents and children.

Knowledge: Knowledge of how a preschool day should be is necessary with experience in a classroom environment is also highly preferred. Knowledge of early childhood education and age appropriate activities.

Certificates and Licenses: First Aid and CPR certificates within 60 days of employment.

Supervisory Responsibilities: Supervise preschool aide and/or volunteers in preschool.

Preschool Teacher continued . . .

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is occasionally exposed to outdoor weather conditions and moving mechanical parts. The noise level in the environment is moderate to loud.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee regularly required using hands to finger, handle, or feel; reach with hands and arms; stop, kneel, crouch, or crawl. The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb or stand and walk. The employee is frequently required to lift up to 10 pounds and occasionally required to lift up to 50 pounds. The vision requirements include ability to adjust focus; peripheral and distance vision. *

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Selection Process

Apply online at: www.crpdp.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Cover letters and resumes are encouraged and must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.