



TINY TOTS SPECIALIST COMMUNITY SERVICES DEPARTMENT



Creating Community Through People, Parks, and Programs

Are you passionate about teaching? Do you love being with children and want to make a difference in their education? Then, the City of Fremont's Community Services Recreation Division may be the place for you! We are looking for an innovative, intentional, reflective teacher to join our Tiny Tots Early Childhood Education team.

First Review of Applications: Noon, Thursday, January 24, 2019

ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by placing 7th on the list of the Greenest Cities in America according to a 2018 Wallet Hub survey and ranking as the 3rd Best City in the Nation to raise a family, also according to a 2018 Wallet Hub Survey. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,439 residents. As a full service city, Fremont employs over 937 regular employees and has a General Fund budget of \$205.7 million for the 2018-19 fiscal year.



The Community Services Department works within a business model that recovers program costs. The successful candidate is a dynamic, effective leader who has knowledge of recreation and early childhood education; and demonstrates creative problem solving and excellent customer service skills.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

THE POSITION

The Community Services Department is recruiting for a Tiny Tots Specialist in the Tiny Tots Early Childhood Education Preschool program. The Tiny Tots Specialist, which reports to a Recreation Supervisor II, is part of a team of experienced professionals dedicated to bringing quality recreational and educational programming to children ages 12 months to 5 years of age and their families in a diverse community. The current vacancy is for modified schedule (.75) position. Typically, incumbents work 1600 hours per year, or approximately 33.5 hours per week.

EXAMPLES OF DUTIES

- Plans, organizes and supervises the activities of a group of children from 12 months to 5 years of age.
- Prepares daily activity plans according to established program goals and guidelines.
- Implements and maintains health, safety and service standards.
- Prepares monthly parent calendar.
- Plans and conducts field trips.
- Prepares and implements programs in arts and crafts, drama, music, nutrition, motor movement, storytelling and activities designed to promote readiness for school.
- Maintains necessary supplies, places orders, organizes supplies, and manages storage areas.
- Communicates child behavior and progress to parents.
- Develops and implements plans to provide an enriching environment.
- Prepares and leads activities to develop gross and fine motor skills, socialization, team building and communication skills.
- May participate in the conduct of vision and hearing screening.
- Prepares and distributes snacks.
- Other duties as assigned.





Tentative Recruitment Schedule

First Review of Applications: Noon - Thursday, January 24, 2019

Oral Panel Interviews: Week of February 4, 2019

Departmental Interviews: Week of February 11, 2019

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: 6 academic units at the junior college level in an Early Childhood Education program and 18 months experience in a recreation or structured child care setting for preschoolers: 1 year additional experience may be substituted for each single academic unit.

- A valid, approved First Aid/CPR certification is required at time of appointment and maintained throughout the assignment. NOTE: Incumbents must report child abuse and/or neglect as required by California Penal Code 11166.5
- Possession of a valid Class C California driver's license by the time of appointment.

IDEAL CANDIDATE

The City is searching for a self-motivated individual who has advanced knowledge of the principles and practices of early childhood development. The successful candidate should be familiar with the physical stages of development in children from 18 months to 5 years of age; activities designed to enhance gross and fine motor skills, socialization skills and school readiness; nutrition, techniques of behavior modification; working knowledge of common childhood ailments.

COMPENSATION & BENEFITS

The hourly salary for this position is \$23.56—\$28.64, depending on qualifications.

Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a City of Fremont Employee Association (CFEA) represented position with a probationary period of twelve (12) months.

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed **City application, cover letter, and resume** through our on line application system: [City Jobs](#) Applications submitted without a resume and/or cover letter may not be considered.

The process may include individual and/or panel interviews, reference checks, fingerprint check, medical evaluation, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. **Meeting the minimum qualifications does not guarantee an invitation to participate in the process.**

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer



TINY TOTS SPECIALIST SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this Supplemental Questionnaire is required for your application to be considered for Fremont's Tiny Tots Specialist position and is an integral part of the examination process. This Supplemental Questionnaire will be used to evaluate your work experience as it relates to the position of Tiny Tots Specialist.

All answers given in this Supplemental Questionnaire regarding work experience are subject to verification. Any misrepresentation of information will be justification for disqualification from the examination process in accordance with the provisions of the City of Fremont's Personnel Rules.

DIRECTIONS:

Please respond to each of the following questions. **When you apply online, you will have space to insert your answers and will not need to attach a separate attachment.**

1. What is your highest level of education?
 - High school diploma or GED
 - Bachelor's degree
 - Some college
 - Master's degree
 - AA degree
 - Doctorate
2. Describe your background and experience working with preschool age children, specifically in a preschool setting, public or private preschool. *Please limit your response to this question to no more than 500 words.*
3. Please list each specific Early Childhood Education course and/or unit credit/credential/degree you have received.