



Preschool Teacher (part-time, temporary)
Gingerbread Preschool (school year and substitute)
\$14.10 - \$17.14 (depending on experience)
Deadline to Apply: Friday, August 15, 2014

The Position: Under the direct supervision of the Recreation Supervisor, the Preschool Teacher will perform various duties teaching children ages 2-6.

Typical Duties

- Implement weekly themed curriculum.
- Assure activity is set up and clean up is accomplished.
- Manages the storage of equipment and supplies in assigned classroom.
- Facilitates child/staff and parent/staff communication.
- Interprets policies and procedures.
- May operate as “person-in-charge” of preschool facility/program.
- Assign tasks to subordinate staff/volunteers.
- Evaluates subordinate staff and program.
- Administer first aid as required and maintain a safe program environment and facility.

Work schedule and the number of work hours per week is not guaranteed, and is dependent upon enrollment and the needs of the program as determined by City staff.

The ideal candidate will:

- Must be 18 years of age.
- A minimum of 12 Early Childhood Education Semester Units is required.
- At least one year of work experience supervising children in a preschool or child care setting.
- Possess excellent customer service skills, good oral communication skills, a professional appearance and demeanor, and training skills.
- Have experience working with young children, managing equipment and supplies, and working with supervisors on an overall program level.
- Be able to develop program activities, assist and interact with program participants and City employees with tact and courtesy, establish and maintain effective working relationships, resolve conflicts, and provide leadership for and direction to Preschool Assistants and volunteers.
- Knowledge of philosophy, objectives and requirements in the implementation of early childhood programs.
- Must be able to climb stairs, squat and lift 40 lbs

This is a part-time, temporary position. The selected employees cannot work more than 1,000 hours in a fiscal year. This position offers no benefits, but does contribute to Apple and



Medicare. Certifications for CPR, First Aid, TB are required prior to starting employment with the City.

The Selection Process, Applications will be reviewed as they are received. The most qualified applicants will be invited for a group practicum and if qualified, be invited to an individual interview. A reference check will be conducted prior to making an offer of employment.

Prior to starting employment, the selected applicants must provide a copy of a certificate showing that he/she has undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants under age 18 must provide a copy of a current work permit prior to starting employment. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks by the City prior to starting employment.

If you are interested in this position, please complete the City Application available at <http://www.ci.pleasanton.ca.us/services/employment/>

If you have questions about this position, you may contact Samu Tiumalu at stiumalu@cityofpleasantonca.gov or (925) 931-3432.

The Division: The Youth and Human Services Division includes early childhood education programs; Gingerbread Preschool; teen programs and activities; Recreational Activities for the Developmentally Disabled (RADD); Volunteers, Activity Guide, Senior programs and Pleasanton Paratransit Services.