

EMPLOYMENT



OPPORTUNITY

PRE-SCHOOL TEACHER – SPANISH IMMERSION #2005

CASUAL POSITION

FINAL FILING DATE: FEBRUARY 15, 2012 (Opened 1/25/12)

\$12.64 - \$15.80/hr (approx. 18-20 hrs/wk)

THE POSITION

The City of Redwood City is now accepting applications for part-time preschool teachers to work in our Lil' Learners Preschool Program for 18-20 hours per week at the Red Morton Community Center 1120 Roosevelt Avenue. This position will plan, organize and implement activities for pre-school children ages 3-5 years old, and will specialize in assisting Spanish immersion classes.

Typical duties may include, but are not limited to the following: Plan, organize and implement activities that support early childhood education; 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 preschool 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 City rules and regulations as they relate to the supervision of preschool participants and general work procedures; perform related duties and responsibilities as assigned.

These are non-benefited casual positions. A casual employee may not work more than 1000 hours per year.

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:

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 is highly preferred. Experience in a preschool setting is highly desirable. Fluent written and verbal Spanish language skills are required.

Knowledge of:

- Current early childhood education practices
- Preschool recreation activities
- Stages of development of preschoolers
- School readiness principals
- Customer service techniques

Ability to:

- Develop and implement effective program curriculum/content
- Communicate effectively, both verbally and in writing
- Plan and schedule activities
- 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 judgement , tact and courtesy

Must be physically capable of performing the essential job functions of this classification.

APPLICATION PROCESS

Applications may be obtained in one of the following ways:

1. Apply online at www.calopps.org, Member City: Redwood City
2. Visit our web site @ www.redwoodcity.org
3. Call our 24-hour Job Hotline at (650) 780-7292.
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063
5. Visit the City of Redwood City Red Morton Community Center (Monday-Friday, 7am-10pm, Saturday, 9am-9pm), at 1120 Roosevelt Avenue, Redwood City, California 94061

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Department of Human Resources 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 appropriately 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. Prior to appointment, candidates will be required to pass a background/fingerprint check and TB screening at no cost to the candidate. Final appointment will be made by the Parks, Recreation and Community Services Director. The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

The City of Redwood City is proud to be an Equal Opportunity Employer!

CITY VALUES

We are an exceptional organization and a leader in the Bay Area. 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.

THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!

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