

Marinwood Community Services District

775 Miller Creek Road, San Rafael, CA 94903

(415) 479-0775 phone / (415) 479-7759 fax



Marinwood Preschool Program Supervisor

Salary: \$32.00-\$36.00/hour DOE

Part-Time (25-30 hours per week)

Non-Exempt, Non-Benefited Position

Program runs September-June

Typical hours: 8:15-2:00pm

Application deadline: Friday, January 13, 2017

THE POSITION:

Marinwood Community Services District located in San Rafael, CA. is looking for a Preschool Program Supervisor. Under the supervision of the Marinwood Recreation Department, the Supervisor will act as lead teacher, provide supervision to children enrolled in the preschool program; plan and implement age appropriate curriculum for children; establish and maintain supportive relationships with children and parents; and other related duties as assigned.

The Marinwood Preschool programs provide a safe and stimulating place for children to come for their first school experiences. Our class sizes are small so that we can be available to support the children as they learn to treat one another with gentleness and respect. To stimulate the children's mind and imaginations, we have an unusually large number of delightfully interesting materials for the children to explore each day. Classes feature indoor and outdoor play time, arts and crafts, story time, a daily snack and a musical circle.

Parent/Toddler Class: for two and three year olds with parent

Threes Together: for three year olds

Marinwood Morning School: for four year olds

The position performs the following essential job duties:

- Plans and implements age appropriate curriculum, activities, and events for program year.
- Helps with the hiring and evaluation of preschool staff.
- Supervises program site; schedules and oversees activities of employees.
- Provides continuous supervision of children in day-to-day activities; ensures health and safety of children.
- Maintains preschool program rooms and play areas in a clean, orderly and safe manner; sets up rooms and areas for various activities, cleans up rooms and activities at end of program.
- Monitors behavioral patterns and assists with assessment and child development profiles.
- Oversees and handles communication and situations with staff, children and parents.

- Performs administrative tasks such as purchasing supplies and making budgetary recommendations.
- Develops promotional, marketing materials and recruitment for program. Coordinates and attends school open houses.
- Performs additional duties as assigned.

To be eligible for this position the applicant must have knowledge of:

1. Stages and phases of Child Development
2. Appropriate disciplinary techniques
3. Age-appropriate group curriculum and activities

To be eligible for this position the applicant must possess the ability to:

1. Deal effectively with children and act as appropriate adult role model
2. Instruct children in large and small group activities
3. Establish and maintain positive working relationships with others
4. Work well in a team with other instructors and aides
5. Communicate effectively both verbally and in writing
6. Manage time, activities and resources effectively
7. Work as scheduled

EDUCATION and/or EXPERIENCE:

Completion of twelve (12) units of Early Childhood Education (ECE) courses (core classes). Two years working with children in a group setting. Prefer BA in education or related field.

PHYSICAL DEMANDS:

Must be able to perform physical activities such as but not limited to: lifting or carrying children or heavy items (up to 40 lbs.) unassisted, reaching, bending, standing, or walking. The employee is occasionally required to sit, climb or balance, twist, stoop, kneel, crouch or crawl. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS:

- Fingerprint/background review and clearance
- Possession of a valid California Driver's License
- Certification in American Red Cross Pediatric CPR/AED and First Aid (must obtain within six months)
- Tuberculosis (TB) clearance

APPLICATION AND SELECTION PROCESS:

Please submit a resume and completed application to Marinwood Community Services District. Selected applicants will be invited to participate in a panel interview. The final selection for this

position will be based on the summation of application materials and interview. Applications can be found at www.marinwood.org/employment.

Reasonable Accommodation: MCSD will make reasonable accommodations in the interview process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 479-0775 before the interview date.