



## Marinwood Preschool Program Teacher Job Description

Job Title: Preschool Program Teacher  
Location: Marinwood Community Center  
Hours: 8:30-1:00pm, Part-time/1-2 days per week (Not to Exceed 1,000 hours Annually), additional hours available as a substitute teacher  
Status: Non-Exempt, Non-Benefited Position  
Wage: \$21.00/hour

**Position begins September 2017.**

### **Position Summary:**

Under the supervision of the Preschool Supervisor, the Teacher will provide supervision to children enrolled in the preschool program; help plan and implement age appropriate curriculum for children; establish and maintain supportive relationships with children and parents; and other related duties as assigned.

### **Key Roles (Essential Job Responsibilities):**

- Helps Supervisor plan and implement age appropriate curriculum, activities, and events for program year.
- Provides continuous supervision of children in day-to-day activities as teacher; 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.
- Communicates any situations, issues or concerns to Preschool Supervisor.
- Communicates and keeps parents informed of any developments with their child.
- Performs additional duties as assigned.

### **Additional Responsibilities:**

- Participates in special programs and/or events as requested by management such as Open Houses.
- May be required to participate in the organization and maintenance of program equipment and facility.
- Maintains open communication and a positive relationship with other staff, parents, teachers and other school personnel.
- Completes accident or incident reports when appropriate, according to company procedures.
- Appropriately communicate concerns or issues with immediate supervisor as they arise.

**Skills/Knowledge Requirements:**

- Completion of twelve (12) units of Early Childhood Education (ECE) courses (core classes) preferred but not required
- Ability to motivate youth and manage behavior
- Ability to interact and communicate with others effectively (written and verbal)
- Ability to interact positively with the general public
- Ability to plan and implement quality programs for youth with a knowledge of age appropriate enrichment activities
- Pre-employment Tuberculosis and Live Scan screenings required
- Mandatory CPR and First Aid Certifications. Ability to perform CPR and first aid techniques.

**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.

**To apply, please send in resume and completed application to Marinwood Community Center.**

**Applications can be found here: <http://www.marinwood.org/about-us/employment>.**