

Preschool Teacher

Non-exempt, Full Time At-Will - Benefitted

Reports to the Director of Early Childhood Services

Shift from 8:00am - 2:00pm

Duties including, but not limited to:

- Supervise and insure safety of children at all times.
- Be alert to the needs of children as individuals and as a group.
- Plan and implement an enriching curriculum that helps move children as individuals and a group toward meeting our stated developmental goals. Work with co-teacher/ associate teacher or teacher's aide, if applicable.
- Plan and implement activities and projects that support children's learning in the area of Jewish culture, holidays and values.
- Work with teaching team to set-up and maintain classroom. Keep classroom shelves, counters, storage areas and bathrooms orderly and free of clutter.
- Prepare snack for children and sit with them while they eat.
- Conduct two individual parent/teacher conferences per year with each family in assigned class.
- Attend Back to School Night and Open House.
- Be familiar with and follow all Preschool and APJCC Policies detailed in the APJCC Employee Handbook, the APJCC Preschool Staff Handbook and the APJCC Parent Handbook.
- Maintain punctual and consistent attendance.
- Keep preschool administration informed of any special needs or concerns about individual children.
- Attend all staff meetings, in-service training, set up/clean up days and team planning meetings.
- Write informative parent newsletters monthly.
- Fill out all required paper work in a timely manner. This includes, but is not limited to accident reports, incident reports, curriculum plans and team meeting reports.
- Communicate frequently with parents in a professional and respectful manner. Areas of concern about children should be discussed with co-teacher, associate teacher and/or assistant teacher, but communicated to the parent by a teacher, or associate teacher not a teacher's assistant.
- Communicate with colleagues and administration in a professional and respectful manner.
- Always keep developmentally appropriate practice in mind when planning for and communicating with children and families.
- Represent the preschool and the APJCC in a positive manner both on campus and off.

Physical Qualifications:

- Ability to lift and carry at least 30lbs **and**
- Physical ability to sit on the floor or low chair and to squat down to be at eye level with children for up to 15 minutes at a time **and**
- Ability to stand and walk for up to one hour at a time **and**
- Level of physical fitness that allows for keeping pace with the activity level of young children.

Educational Qualifications:

- 24 units of ECE/CD, including the core courses. Core courses are 3 semester units or 4 quarter units in each of the following areas: child development; child/family/community or child family relations and program/curriculum **and**
- 175 days of 3 hours per day of work experience in a ECE/CD setting within 4 years.

OR:

- AA or higher degree in ECE/CD or related field **and**
- 3 units supervised field experienced in an ECE/CD setting.

Other Requirements:

- Current certification - CPR for Child and Adult
- Current certification - Basic First Aid
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To apply:

Please we are interested in local candidates only!

Please email your resume, a completed APJCC application, and your salary requirements to cyndi@apjcc.org