



## YOUTH SERVICES PROGRAM

### LICENSE EXEMPT PRESCHOOL TEACHER 3

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager and the Exempt Preschool Director, this position provides support for preschool-aged children to grow and develop through creative play and learning opportunities in a nurturing environment.

#### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Follows lead direction of the Youth Services Manager and Director
- Assists with program activities and routines including toileting and snacks
- Assists with supervision of students, both in the classroom and on the playground
- Treats students with respect, demonstrates cultural competency and inclusiveness; models appropriate behavior
- Promotes safety at all times, reporting potential safety issues or injuries immediately to the Director. Addressing injuries and applying first aid as appropriate.
- Is nurturing with children, assisting them in learning basic skills
- Maintains accurate reports of children's behavior and/or other concerns and communicate to the Director
- Maintains positive relationships with parents, co-workers, other District employees and the public in accordance with good customer service practices and District policies
- Demonstrates effective classroom management
- Administers medications as directed by the parent in accordance with proper medical forms and procedures
- May substitute as Director in Director's absence

#### NON-ESSENTIAL JOB FUNCTIONS:

- Assist in the preparation, serving and clean up of snack items
- Contribute to the planning and implementation of activities and events as the need arises
- Assist with basic cleaning duties and maintenance of the room, including setting up and tearing down if needed
- Communicate with parents regarding student concerns in Director's absence or as needed
- Other duties as assigned

#### KNOWLEDGE, SKILLS AND ABILITIES

Exhibit creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations; possess good communication skills, both oral and written; ability to follow program procedures and demonstrate good judgment, especially in regard to safety. Observe sanitary practices in the program environment; exhibit effective classroom management skills.



## **WORK ENVIRONMENT**

The position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. It requires working in both an indoor, temperature-controlled classroom environment and in outdoor environment in all weather conditions including wet, heat, cold, and exposure to dust, pollen and cleaning chemicals. It requires both near and far vision and competent/adequate hearing when supervising children both in the classroom and on the playground. The noise level of the indoor setting can be loud. Must be available to work on days and times assigned, which may require substituting. Capable of walking, running, standing, playing games up to 90% of the work day, occasionally on uneven terrain. Able to climb stairs, lift items up to 30 lbs., and assist children in case of injury.

## **REQUIRED QUALIFICATIONS**

Department of Justice Clearance

High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed twelve units of Early Childhood Education or related college units.

**Or current** Child Development Associate (CDA) credential.

Or Child Development Teacher's Permit.

Experience: Minimum of one year of work experience in a child care program.

## **LICENSES, CERTIFICATES AND IMMUNIZATIONS**

A current CPR and Infant/Child First Aid certificates are required and renewed every two years. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment. Mandatory Reporter Training is required and renewed every two years.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis



- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

**COMPENSATION:** Part-time/seasonal non-union position.

Wage rate range

\$18.00 - \$23.63

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**