

TULARE COUNTY OFFICE OF EDUCATION - EARLY CHILDHOOD EDUCATION PROGRAM

TEACHER (Flyer #13-102)



BILINGUAL REQUIREMENT:

English/Spanish Preferred

JOB LOCATION: PIXLEY CHILD DEVELOPMENT CENTER

210 North School Street, Pixley, Ca. 93256

8 hours per day, 5 days per week, 10 months per year (175 days)

SALARY RANGE:

\$10.95 – \$14.71 per hour (Starting pay not to exceed step A)

Placement on salary schedule is dependent upon education and related paid work experience.

APPLICATION DEADLINE: TUESDAY, AUGUST 6, 2013 AT 4:00 P.M.

Applications received after this date *may not* be considered.

****** APPLY ON-LINE ******

www.edjoin.org

APPLICANTS MUST MEET ALL OF THE FOLLOWING:

- 1) Possess an Associate, Baccalaureate in Child Development/Early Childhood education or a related field, with 12 units completed in Child Development / Early Child Development including core Child Development classes
- 2) Possess a Child Development Permit issued by the Commission on Teacher Credentialing
- 3) A minimum of 50 days of preschool experience of 3 or more hours per day within past 2 years, (three college units in Infant/Toddler will be required for some assignments),

RESPONSIBILITIES: Duties will include but are not limited to the following:

- Provide and maintain safe, secure and healthful environment for children at all times;
- Demonstrate a caring, loving and patient attitude toward children;
- Be aware of total classroom/playground situation even when working with one (1) child;
- Teach children basic skills and concepts including, social skills, nutrition, health and safety, large and small muscle development, creative arts and math;
- Demonstrate, daily activities such as habits of caring for own clothing and picking up and putting away toys and books; bathroom routine, eating snack and lunch and taking a nap;
- Instruct children in practices of personal cleanliness and self care; diapers children, promote toilet learning when developmentally appropriate;
- Develop daily activities to meet all curriculum goals with staff participation,
- Hold regular staff meetings to evaluate classroom activities and routines;
- Document training of other classroom staff;
- Follow the established curriculum and/or daily activities with sufficient ability to be flexible/individualize when required;
- Be proficient in language skills in order to demonstrate how to serve as model for language development;
- Develop, and demonstrate, a positive teacher-child-parent interaction to reinforce the parent figure as model figure for the child;
- Plan and participate in parent meetings;
- Advocate for parents;
- Make prescribed number of home visits during the school year;
- Assist with recruitment in order to ensure full enrollment;
- Organize and neatly maintain confidential files;
- Maintain written observations of children's development and programs;

KNOWLEDGE OF:

- How preschool children develop; Record keeping and maintenance of children's files; Chain of command; Program policies and procedures; Computer software.



ABILITY TO:

- Work without direct supervision; Delegate and entrust tasks to other classroom staff; Build an effective classroom team and lead by example;
- Accept constructive criticism; Plan and organize; Manage time wisely; Follow directions;
- Encourage and support parental involvement in the classroom;
- Learn, understand and be sensitive toward working with families from different cultural backgrounds that may have different child rearing practices;
- Learn and complete required federal, state, and program paperwork;
- Solve practical problems;
- Interpret a variety of instructions provided in written, oral, diagram, or schedule format;
- Operate such classroom equipment as slide and filmstrip projectors, phonographs and tape recorders; CD player;
- Maintain confidentiality of information;
- Communicate clearly, concisely and professionally both orally and in writing.

APPLICATION PROCEDURE:

Eligible in-house applicants who submit application within five (5) days will be given first consideration.

Interested applicants are required to submit the following documentation with their on-line application:

- **Copy of Child Development Permit**
- **Copy of College Transcripts** (showing date degree was granted and a minimum of 12 child development units, including core classes, with grade of C or better).
- **Letters of recommendation** (one professional and one personal letter required) not required for in-house employees

INCOMPLETE APPLICATIONS WILL NOT BE SCREENED FOR INTERVIEW CONSIDERATION

TULARE COUNTY EARLY CHILDHOOD EDUCATION PROGRAM

7000 Doe Avenue, Suite C, Human Resources

Visalia, Ca. 93291

PHONE: (559) 651-3001 FAX: (559) 651-3984

BENEFITS FOR FULL TIME EMPLOYEES

SALARY:

There is a 5-step salary range for each position with approximately 5% increase between steps. Employees earn longevity steps at the end of 10, 15, 20, 25, 30, 35 and 40 years of continuous service.

VACATION:

.83 days per month; calculated into monthly salary.

HOLIDAYS:

10 month Center Based Full-time employees receive **13 paid holidays per year.**

12 month Center Based Full-time employees receive **14 paid holidays per year.**

SICK LEAVE:

Full-time employees earn 1 day of sick leave per month, with unlimited accumulation.

INSURANCE:

A group Health, Vision, and Dental plan is available for all employees who work a minimum of 30 hours per week. Employees and their dependents are covered by the health insurance at a minimum cost.

RETIREMENT:

Employees who work for a minimum of 20 hours per week are members of the Public Employees' Retirement System or the State Teachers' Retirement System. Employees who work less the 20 hours per week contribute to Social Security (FICA). Employees also contribute a small percentage to Medicare.

MILEAGE REIMBURSEMENT:

Employees required to use their private vehicles for business receive reimbursement for mileage

NOTE: Applicants must submit required credentials and/or proof of qualifications to be considered in the selection process. All applicants will be required to pass a Criminal Record Clearance (State & Federal fees are the responsibility of employee), and agency sponsored physical examination post offer.

SUCCESSFUL CANDIDATE IS REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION
EQUAL OPPORTUNITY EMPLOYER

Tulare County Office of Education
Jim Vidsk, County Superintendent of Schools