Whittier Friends School is Now Hiring a Long-Term Substitute Preschool Associate Teacher

Salary: Based on Experience

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Qualifications:

**Knowledge of:**

3. Procedures and practices for maintaining preschool classroom and playground safety.
4. Simple administrative practices and procedures, including record keeping of student behavior and injury reports.
5. Ways in which play promotes children’s development.

**Ability to:**

1. Create and maintain a safe play and learning environment.
2. Assist students with a range of activities including art projects, singing songs, games, puzzles, dramatic play, beginning academics, science experiments, and community building activities and positively encourage all learning in preschool age children.
3. Organize, set priorities, and exercise sound judgment within areas of responsibility.
4. Communicate clearly and effectively both orally and in writing with children, parents, and other staff members.
5. Understand and follow written and oral instructions.
6. Use tact, discretion, courtesy, and patience in dealing with sensitive and difficult individuals and situations.
7. Implement and monitor lessons and activities planned by supervisors.
8. Plan, implement, monitor, and supervise lessons and activities for preschool children.
9. Model behavior suitable for preschool children including, but not limited to manners, conflict resolution, kindness, and respect of others.
10. Be warm, nurturing, and responsive to children’s needs.
Education and Special Requirements:

1. 12 ECE units completed and either an additional 2 ECE units or one job relevant conference/seminar completed each year during the course of employment. The original 12 units must include 3 units in child/human growth and development, 3 units of child/family/community or child and family relations, and 3 units of program/curriculum.
2. 50 days of experience in an instructional capacity in a licensed child care and development program. (Volunteer and credit based experience qualifies.)
3. Pediatric First Aid and CPR certification required.
4. Results of a TB test within the past year required within the first 60 days of hire date.
5. Fingerprints, Child Abuse Index, and FBI check needs to be submitted, cleared, and on file with California Department of Social Services; Community Care Licensing Division prior to start date. If this information is not already on file, a LiveScan appointment will be arranged.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to preschool care.

1. Treats children, parents, and co-workers with respect and dignity in accordance with the Quaker philosophy on education and interpersonal skills.
2. Supervises children on the playground and in the preschool room; makes sure children are following school/playground rules and treating each other kindly, fairly, and with respect; monitors and guides conflict resolution when personal conflicts arise between children.
3. Supervises children to prevent injuries; may provide basic first aid as needed; may administer medications to children per physician’s orders.
4. Supervises Volunteers and Assistant Teachers; ensuring adherence to school policies and Quaker philosophies and the safety of the children enrolled in the school.
5. Plans, organizes, and implements age-appropriate arts and craft, music, fine-motor skill, science, dramatic play, constructive play activities, early math, beginning language arts, and physical education activities for preschool children. Utilizes a variety of teaching strategies to promote multiple ways for children to construct their own knowledge.
6. Observes children to discern their modes of learning and arranges activities based on these observations.

7. Uses multiple methods to assess children's progress and mastery of physical, social, emotional, and cognitive development. Plans activities based on the results of these assessments.

8. Follows a monthly budget to plan activities and supplies. Provides supervisors with a monthly list of necessary supplies for planned activities. Utilizes shared school supplies for the majority of activities.

9. Uses patience and guidance to assist students with preschool activities including, but not limited to using the restroom, hand washing, using the water fountain, eating lunch, participating in circle time, and arts and craft, fine-motor skill, science, dramatic play, early math, beginning language arts, and physical education activities.


11. Soothes and comforts children who are in emotional distress due to separation anxiety, injury, hurt feelings, or difficulty with preschool activities.

12. Communicates regularly with parents in order to provide consistent and culturally sensitive care and to promote an interactive and ongoing relationship with parents and families.

13. Follows state health and safety guidelines when serving food.

14. Is responsible for maintenance of a clean and safe learning and playing environment; maintains daycare room and outside play area's cleanliness; maintains clean and sanitized eating areas and equipment; cleans the preschool room, kitchen area, and playground including vacuuming the floor and sanitizing the tables on a daily basis.

15. Maintains records of children's behavior, injuries, and any unusual incidents.

16. Attends meetings, training sessions, and workshops as required.

17. Reports suspected child abuse as required by law.