

# Twin Hills Union School District

## Position Announcement

### **CHILD CARE TEACHER M-F 3 – 4.5 hours/day**

The Child Care Teacher is under the supervision of and is evaluated by the Child Care Director. The Child Care Teacher plans and implements the objectives of this program in a variety of positive ways. This position requires fingerprint clearance and TB testing.

#### **REQUIRED QUALIFICATIONS**

- **Education and Experience:**
  - High School diploma or equivalent plus 12 Semester units in Early Childhood Education (6 units of Elementary, Physical or Recreational Education can be substituted for 6 units of ECE)
  - One year of experience working in a school age child care program
- **Knowledge of:**
  - English in written and verbal form including the use of correct grammar and vocabulary
  - Skills necessary to work with school age children and their parents
- **Ability to:**
  - Bilingual – English/Spanish desirable
  - Exercise good judgment, use discretion, maintain confidentiality
  - Demonstrate good mental, emotional and physical health
  - Be prompt and present a neat, clean appearance
- **ADA Requirement:**
  - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and in excess of thirty (30) pounds with assistance

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Consult with director to develop program goals and objectives then plan and implement daily programs for the students
- Interact with students, encourage performance, observe progress, and meet instructional reinforcement needs as they arise
- Share observations with the director and, when requested, discuss children with parents
- Restrict all observations to the school and never discuss a child's behavior outside of the classroom
- Provide input and implement procedures to deal with inappropriate behavior by children
- Assume responsibility for the safety and well being of children attending the program
- Assist in keeping accurate attendance logs
- Participate in staff meetings and conferences when the need arises
- Prepare the classroom activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of program areas, such as cleaning/wiping tables, clearing and storing materials, etc.
- Report all injuries incurred by children to director
- Supervise assistants and volunteers in the absence of the director
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

#### **PAY SCALE - CLASSIFIED:**

Range K

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The Twin Hills Union School District is an Equal Opportunity Employer

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### **Essential Job Functions**

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

#### **Physical**

- **Standing/walking:** Frequently, throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally, while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; books, instructional materials, binders, files, paperwork. For lifting over 30 pounds, assistance is available.
- **Bending/twisting:** Occasionally, at knees/waist/neck throughout work shift.
- **Push/pull:** Occasionally, using both hands and arms exerting a force of 5-20 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Rarely, using stairs from lower classrooms/offices to upper classrooms. Occasional use of a ladder.
- **Kneeling/crouching/crawling:** Occasionally, may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

#### **Mental**

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

### **Work Conditions**

- **Location:** Work is performed 60% within the school setting, 40% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones, walkie talkie
- **Safety equipment:** None required.

#### **HIRING PROCESS:**

##### **Mandatory Information to be submitted to Anna Maria Guzman, EdD, Superintendent:**

- Completed and signed district application (available in the District Office, address below)
- A minimum of three letters of recommendation written within the last 12 months which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

**District Office and submission address: 700 Watertrough Rd, Sebastopol, CA 95472**

##### **➤ Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled
- **Open Until filled**

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