



**Job Title:** Assistant Childcare Teacher, Part Time, 3-5:30pm (Additional hours are available during school vacation/holiday childcare as well as substitute assistant teaching hours during the school day.)

**Pay Range:** \$25-29.57 per hour

**Primary Duties and Responsibilities Include:**

- Work with either nursery students (ages 3-5) or K-8<sup>th</sup> graders.
- Implement the program as directed by the Childcare Director.
- Ensure the safety and well-being of the children.
- Assist children with improving interpersonal relationships and solving conflicts or issues with other children.
- Assist with set-up, clean-up and organization in order to maintain a clean, attractive, well-equipped environment conducive to each child's individual growth.
- Carry out the philosophy of the school, including fostering a love of learning, promoting the child's independence, and demonstrating a respect for the children.
- Supervise and engage children in age-appropriate activities. For example:
  - Guide and assist children in arts and craft projects.
  - Read to a small group or the whole class.
  - Uphold mandated reporter responsibilities per the State of California and Department of Education.
- Perform other duties as directed by the Childcare Director.

**Other Responsibilities:**

- Demonstrate integrity and inspire trust in order to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment and promote and contribute to an inclusive and respectful workplace.
- Maintain good working relationships and communication with other teachers regarding use of mutual/shared classroom facilities.
- Read and reply to emails and track hours on an online timecard.
- Follow guidance to uphold requirements essential to program operations.
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.

**Required Qualifications:**

- Current and ongoing CPR and first aid certification.

- Completion of 12 ECE units (including core classes: Child Development; Child Family & Community; Program/Curriculum) is required for those working in nursery childcare.
- A year of work experience in a play-based nursery school, licensed childcare center, other school or similar program is preferred.
- Total resonance with the mission, vision, and values of Peninsula School and progressive education including a demonstrated commitment to diversity, equity, and inclusion.
- A willingness and ability to be responsive and flexible.
- Demonstrate complete integrity and inspire trust in order to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment and promote and contribute to an inclusive and respectful workplace.
- Display initiative, internal motivation, flexibility, curiosity, and an approach to learning and growth.
- Be punctual and dependable.
- Initial and continued criminal background clearance by DOJ and FBI.
- Initial and continued tuberculosis clearance.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is required. While performing the duties of this job, the employee is regularly required to sit; use hands, talk and hear. The employee is frequently required to reach with hands and arms. On occasion, the employee is required to stand, walk, stoop, kneel, or crouch. The employee is required to work in close proximity to others. The role may also require the employee to work in inclement weather during special activities and/or work at a desk for extended periods of time.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to sit (sometimes for extended periods); stand; walk on a variety of surfaces; climb stairs, bend and squat when communicating with younger students; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**To Apply:** Please fill out an [employment application](https://www.peninsulaschool.org/about-us/join-our-team) (also found on the Join Our Team page of our website <https://www.peninsulaschool.org/about-us/join-our-team>) and send it with a cover letter and resumé, to [HR@peninsulaschool.org](mailto:HR@peninsulaschool.org).

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