



Preschool Teacher Job Description

APPLICATION DEADLINE: Until Position Filled POSITION AVAILABLE: Open Now

- Date Posted:** September 4, 2018
- About the North Marin Community Services** North Marin Community Services (NMCS) is a one-of-a-kind 501c3 non-profit agency with a mission is to empower youth, adults and families in our diverse community to achieve well-being, growth and success. NMCS, a merged organization of the Novato Youth Center and Novato Human Needs Center, was formed on January 1, 2018. Become a part of the NMCS community filled with youth, families, and a dedication to providing a supportive, professional working environment. Located in beautiful Novato/CA, Marin County, we value teamwork and collaboration, cultural competence, excellence, integrity, and learning and continuous improvement. Visit www.northmarincs.org for more information us.
- Job Title:** Full-Time Preschool Teacher
- Status:** 40 hours/week Monday-Friday Hours range:9am–6pm
- Salary Range:** \$19/hour Benefit package including generous medical and dental benefits and PTO, Employee Assistance Program, up to \$500 annual tuition reimbursement, up to 2% retirement employer match, and childcare discount. **Signing Bonus: \$1,250**
- Reports to:** Child Development Program Director
- Purpose:** To enjoy working with children and supervising them in an ECE setting; supporting children’s development in a nurturing, kind manner with emphasis on positive discipline. Serve as classroom lead, creating a positive, culturally affirming climate. Head Teacher has overall responsibility of curriculum, classroom routines, parent-teacher conferences, child observations/assessments, and offers support to other classroom staff. Head Teacher must comply with program and agency-wide policies and procedures.
- Essential Functions:**
- Supervise group of Preschool children (teacher:child ratio 1:8) from diverse backgrounds and lead development and implementation of daily planned activities/curricula.
 - Observe and assess children’s development and conduct annual classroom climate evaluation utilizing approved tools (DRDPs, Kindergarten Observation Form, ASQ and ECERS); integrate results into classroom curriculum and lesson plans.
 - Effectively engage parents in supporting their child’s development; work in partnership with parents to assess children individually in regards to key developmental areas; serve as lead in parent/teacher conferences; distribute parent educational materials; address issues directly, as appropriate and seek guidance from Program Director when necessary.
 - Participate in monthly staff and agency team meetings, including weekly classroom team meetings.
 - Participate in quality coaching, training and technical assistance through Marin Quality Counts project; support classroom teachers in implementing new curricula.
 - Ensure positive and open communication with colleagues, Head Teacher and Director.
 - Responsible for ensuring professionalism, respecting confidentiality, and following agency procedures regarding conflict resolution. Works well with others as part of a team.
 - Work closely with Director to foster a positive, culturally affirming climate in the classroom and obtain guidance, as needed. Follow procedures listed in the Employee Handbook, Parent Handbook and Preschool Classroom Manual.
- Minimum qualifications:**
- Associate Teacher Permit or higher. Minimum 12+ Early Childhood Education Units (ECE), including core courses or Multi-Subject Teacher credential. Bilingual applicants are encouraged to apply.

- A minimum of 21 hours of professional development and/or academic coursework is required to maintain CA teacher's permit.
- Current CPR/First Aid certification (willing to pay for training if needed)

Other Requirements:

Supervise and interact with children, requiring a full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities. Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs. Candidate must pass a livescan background check and a pre-employment health exam including proof of vaccinations and TB test clearance (costs reimbursed). An applicant with a conviction, other than a minor traffic violation, including a misdemeanor and/or felony, will not receive background clearance. Maintain current CPR and First Aid Certification (willing to send to training).

To apply for this position:

Please submit your resume and cover letter by e-mail (preferred) or mail to:

HR@northmarincs.org
North Marin Community Services
Attn: HR Department
680 Wilson Avenue, Novato, CA 9494
Bilingual applicants are encouraged to apply.