



Long-term Substitute Pre-Toddler Position

Job Description

APPLICATION DEADLINE: May 24, 2019

POSITION AVAILABLE: June 3, 2019

Date Posted: 1/24/2019

About the North Marin Community Services North Marin Community Services (NMCS) is a one-of-a-kind 501 c3 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.northmarinccs.org for more information us.

Job Title: Long-term Substitute Pre-Toddler Teacher

Status: 40 hours/week Monday-Friday Hours range:7am–6pm

Salary Range: \$20/hr including a signing bonus \$250

Reports to: Child Development Program Manager

Purpose: Dedicated and passionate teacher that loves working with children and supporting children's development in a nurturing, kind manner with emphasis on positive discipline. Working in conjunction with the Pre-Toddler Teacher in daily routines, including support of staff and agency procedures.

Essential Functions:

- Supervise group of Pre-Toddler children (teacher:child ratio 1:4) 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 (DRDP and ITERS) per CDE guidelines and use the data to inform and implement high quality early childhood education teaching practices.
- Utilize child health development and screening tools (ASQ) to support family engagement and inform curriculum planning.
- Effectively engage parents in supporting their child's development; distribute parent educational materials.
- Participate in staff and agency team meetings, including monthly classroom team meetings.
- Ensure positive and open communication with parents, guardians, colleagues, teachers and Manager.
- Work closely with Manager to foster a positive, culturally affirming climate in the classroom and obtain guidance, as needed. Follow procedures listed in the Employee Handbook and Classroom Manual.
- Participate in coaching, training & technical assistance through Marin Quality Counts project.
- Follow all opening and closing classrooms procedures and guideline.

Minimum qualifications:

- Minimum 12+ Early Childhood Education Units (ECE), including core courses and infant courses
- Bilingual applicants are encouraged to apply.
- Current CPR/First Aid certification

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) to: HR@northmarinccs.org or mail to: North Marin Community Services
Attn: HR Department
680 Wilson Avenue, Novato, CA 94947