



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

PRE-SCHOOL POSITIONS

PART TIME

Assistant Teachers and Teachers are needed for Willowtree Preschool **infant units required

DEADLINE FOR APPLYING: Open until filled

If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 405 Galaxy Ave, Bakersfield, Ca., 93308:

- Employment Application (resume's will be accepted only with a completed Application)
- Current Employee's can submit an Employee interest form or an updated application.

Contact the Personnel Office at 392-2000 for more information. Applications can be downloaded from the district's website at www.norfun.org, Employment Section.

Day Care Assistant Teachers and Teachers are needed for Willowtree Day Care Center. The Day Care program operates year round from 7am to 6pm, Monday through Friday.

SALARY & HOURS

Both positions are part time only, up to 35 hours per week, dependent upon program enrollment between 7am to 6pm.

- Day Care Assistant Teachers start at \$8.74 per hour,
- Day Care Teachers start at \$10.12 per hour.

QUALIFICATIONS

- Day Care Assistant Teachers and Teachers must be at least 18 years of age and a High school graduate or equivalent.
- Both positions require a minimum of 3 infant units.
- Day Care Assistant Teachers must have a minimum of one year experience working with age appropriate children and require 6 units in child development (to include the 3 infant units).
- Day Care Teachers must have one year experience in an instructional capacity and are required to have completed 12 units in child development (to include the 3 infant units).

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:

An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include Licensing fingerprinting
- Must submit to a post offer medical exam, drug screen, and TB Skin test at the District's expense
- Must submit official transcripts
- Must submit verification of your identity and citizenship or legal right to work in the United States
- Must be certified in CPR and First Aid or be able to maintain certification within the first 6 months of employment. (District provides training classes at no cost to employees).

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

All work is performed in a child care environment that includes a School or Day Care Center with indoor activities that include standing, sitting on the floor/chair and outdoor activities that include standing and walking on playground concrete, sand and grass. Some exposure to household cleaning supplies. At some locations, setting and washing tables, dish washing and kitchen cleanup requires some lifting and bending at the sink. If assigned to Infant and Toddler classes, daily lifting of children.

The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES:

The following typical tasks and responsibilities are representative of the position's essential duties.

- **QUALITY ASSURANCE** : Provide outstanding customer service; interact with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services.

Day Care Assistant Teacher

- Assists with supervision of children; design and implementation of daily lesson plans; classroom preparation; observing and identifying, through completion of evaluations, developmental progress of children; the maintenance and sanitation of the facility and equipment. Attends all meetings and activities of the program i.e. staff meetings, parent meetings, family socials, etc. May be assigned with some preparation and cleanup of breakfast and lunch (i.e. placing dishes and silverware on tables, washing tables, cleaning dishes, etc.)
- Performs related duties as assigned.
- Completes District-provided training to include CPR, First Aid and follow-up training sessions recommended by the supervisor.

Day Care Teacher

- Responsible for supervision of children; the ordered arrangement, appearance and learning environment of the classroom; plans, supervises and implements a developmentally appropriate curriculum, weekly lesson plan and daily activities; observes and identifies, through completion of evaluations, developmental progress of children. Attends all meetings and activities of the program i.e. staff meetings, parent meetings, family socials, etc. and participates in conferences with the children's parents on school adjustment and classroom behavior as needed. May assist with some preparation and cleanup of breakfast and lunch (i.e. placing dishes and silverware on tables, washing tables, cleaning dishes, etc.)
- Responsible for site in absence of Day Care Head Teacher.
- Completes District-provided training to include CPR, First Aid and follow-up training sessions recommended by the supervisor.
- Recommends supplies and equipment to be purchased.
- Performs related duties as assigned or as the situation dictates.

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 405 Galaxy Avenue, Bakersfield, Ca., 93308 (661) 392-2000

www.norfun.org