

JOB OPPORTUNITY ANNOUNCEMENT

POSITION

DAY CARE INSTRUCTOR

Salary: \$9.80

Hours: Part-time

POSITION DEFINITION

Under supervision of the Day Care Site Director and/or Assistant Director leads children in age appropriate activities and maintains a safe, clean, orderly, and pleasant classroom environment; performs first aid and promotes safety; communicates with parents, and cares for children in accordance with policies and philosophy.

EXAMPLES OF DUTIES

In accordance with center policies and philosophy, responsibilities will include, but not be limited to, the following: Stimulates interest while teaching and supervising program activities such as social activities, organized games, special events, arts and crafts, drama, and sports; maintains positive student relations and follows disciplinary procedures; maintains a safe, clean, orderly, and pleasant classroom environment; notifies Site Director/Assistant Director of any problems with regard to site maintenance, children and parents, and makes recommendations as necessary; promotes safety procedures around participants, and renders first aid as required; helps to maintain clerical records and reports as required.

QUALIFICATIONS

EDUCATION/EXPERIENCE: Any of the following combinations of education and experience would provide the required knowledge and skills to qualify for the daycare instructor.

EDUCATION: Equivalent to completion of the twelfth (12th) grade and completed twelve (12) semester (or equivalent quarter) units in early childhood education, recreation, elementary education, or related field,

OR

Six (6) Units completed and enrolled in at least two (2) units per semester until or until twelve (12) units are completed.

AND

EXPERIENCE: Minimum of six (6) months of work experience in a licensed childcare center or comparable group childcare program. Experience shall be verified as having been performed satisfactorily at least three (3) hours per day for a minimum of fifty (50) days in a six (6) month period, as a paid or volunteer staff member, under the supervision of a person who would qualify as a teacher or director under staff regulations Title 22.

JOB SPECIFICATIONS

KNOWLEDGE OF: Understanding of the elementary aged child with regard to interests, special talents, handicaps, recreational activities, and program planning and implementation of such activities.

SKILL AT: Curriculum planning, leading activities, applying knowledge to an actual day care program and the children therein; following oral and written instructions; establishing positive and professional relationships with co-workers and parents; being neat, orderly, and honest; interpreting policies and procedures.

CERTIFICATE: Will be required to provide medical documentation of health when certified for employment. Possession of valid Pediatric First Aid and Adult, Child, & Infant CPR cards.

TO SUBMIT APPLICATIONS

Applications will be accepted at the Sunrise Recreation and Park Districts main office in Rusch Park or by mail. Please ask for or address letters to Margaret Williams, Daycare Director.

SUNRISE RECREATION AND PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER