



6826 HAZEL AVENUE  
ORANGEVALE CA 95662  
916.988.4373

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## JOB ANNOUNCEMENT

**POSITION:**      **Preschool Teacher**

**FINAL FILING DATE:**   Open Until Filled

**DESIGNATION:**    Part-Time/Seasonal

**HOURS:**         20-30 hours a week

**PAY SCALE:**     \$17.25 to \$18.75 per hour DOE

### APPLICATION/SELECTION PROCEDURE

Applications may be obtained from the Orangevale Recreation & Park District, 6826 Hazel Avenue, Orangevale, CA, 95662, or by calling (916) 988-4373, or on the District web site at [OVParks.com](http://OVParks.com). Resumes will not be accepted in lieu of the District's official application form. All applications will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. Those applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the application process. For more information contact Jason Bain, Recreation Supervisor II, at 916-988-4373 or [jason@ovparks.com](mailto:jason@ovparks.com).

### DESCRIPTION

Under the direction of the Recreation Supervisor II, plan and implement daily classroom lesson plans and assure the safety of the children in the preschool classroom. Main duties include teaching children about basic fundamentals such as numbers, color and shapes, helping children build their social and emotional skills and keeping the classroom clean and safe for all of the students and Teachers.

#### Essential Functions

- Plans and prepares lesson plans and submits in accordance with administrative guidelines on a monthly basis.
- Oversees and facilitates the general safety of the classroom environment and its activities to include outside play.
- Interacts with children through instructional methods to include play, music, arts and crafts, reading, writing, science and physical activities.
- Designs and maintains classroom climate to include visual aids related to curriculum and age/stage of development.
- Promotes and fosters each child's positive self-esteem and individual development toward fullest potential in the areas of physical, social, emotional and cognitive growth.
- Complete routine reports, attendance records and related administrative duties.
- Develop an indoor and outdoor learning environment that provides a variety of age-appropriate experiences to foster child exploration and discovery.
- Use a curriculum framework and curriculum tools that provide opportunities for each child to meet learning expectations that prepare children for success in school.

- Establish a daily routine that includes time for small groups and large group activities, encourages creative expression, and incorporates health and nutrition development as part of daily activities.
- Model appropriate and respectful behavior to the children and fellow staff.
- Work with parents to plan culturally appropriate curriculum that supports children's learning styles and interests.
- Assure parent input into menus.
- Support children's social and emotional development through positive child guidance approaches and the development of positive relationships in the classroom.
- Assess each child's learning needs through screening, observation, ongoing assessment and the development of individual learning plans.
- Perform related duties as assigned.
- Possession of a valid California Driver's License, a safe driving record, and proof of insurability is required

### **QUALIFICATIONS**

Background and knowledge and experience in special events and youth development preferred. Ability to organize, plan and supervise events and youth related activities. High School Diploma required, some college preferred. First Aid and CPR certifications required by first day of employment.

### **Equal Opportunity Employer**

Orangevale Recreation & Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Orangevale Recreation & Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.