



Lead Preschool Teacher

Child Development Center

Position Summary

The Occidental College Child Development Center serves children 2-5 years of age. It is a developmentally-appropriate, play-based, child-centered, full-day program. The Lead Teacher reports to the Director. This role includes responsibility for the planning and implementation of an educational program that meets the developmental needs of the whole child, delivered through a developmentally-appropriate, play-based, emergent curriculum; documenting and assessing children's learning and development; supervising/mentoring Teachers, Assistant teachers and student workers; working effectively and collaboratively in a team of early childhood educators; and establishing and maintaining respectful partnerships with parents. This is a full-time position, eligible for benefits. The position will be available as of October 17, 2022. APPLICANTS FOR THIS ROLE MUST MEET THE MINIMUM REQUIREMENTS (see below).

Summary of Duties and Responsibilities

The Lead Teacher's Duties and Responsibilities will include the following:

- Accepts responsibility for classroom operations
- Through use of observation and child development knowledge/expertise, develops and implements a stimulating educational program and learning environment; develops and implements a developmentally-appropriate, hands-on, emergent curriculum, which meets the needs of the whole child - addresses children's social, emotional, cognitive, physical, language, and creative development.
- Has the ability to adapt curriculum and expectations, based on children's individual needs.
- Uses information gathered through observations to form individual and group goals, to promote optimal progress.
- Sets up a safe, functional, inviting, and child-centered classroom environment and establishes a balanced, effective, consistent daily schedule.
- Sets the tone for creating a safe, respectful, enjoyable, community-oriented classroom environment and school community.
- Has expertise in forming close, nurturing relationships with children and get to know each child on a deep level
- Forms collaborative and mutually-respectful partnerships with parents.
- Keeps parents informed of the learning taking place in the classroom on an ongoing basis, including sharing activities through the Learning Genie app and displaying documentation panels around the room, on a weekly basis.
- Keeps in ongoing communication with parents about their child's progress, school experience, and any other important information. Meets promptly with parents to discuss any concerns regarding the child's behavior or development.

- Conducts ongoing assessment of children's growth and development in all developmental areas. Assesses and documents children's development and learning, and assessment includes preparing portfolios of each child's work and development and completing the DRDP (Desired Results Developmental Profile) twice yearly to assess each child's development. Regularly documents children's learning/development through use of written notes, photos, Learning Genie app.
- Conducting Parent-Teacher Conferences twice yearly and ensuring that information delivered to parents is well thought-out, accurate, and effectively communicated.
- Ensures that adequate supervision of children is maintained at all times; meets the physical and emotional needs of children; ensures children's safety and well-being; moves with children, as they change location
- Supervises, directs, and coordinates Floater Teacher(s), Assistant Teachers, substitutes, volunteers, new staff and student workers.
- Mentors staff, volunteers, and student workers through role modeling, explanation of children development principles as they relate to children's behavior, and thorough constructive support and feedback.
- Promotes and maintains a sense of teamwork with staff and utilizes effective facilitation of group problem-solving.
- Is responsive to staff needs and concerns.
- Respects rights and appropriate teaching techniques of others in the team; accepts individual differences.
- Conducts weekly Team Meetings to provide ongoing discussion regarding children's progress, behavior, needs, etc., as well as to plan curriculum.
- Is flexible in meeting the Center's needs; shares responsibility for the completion of general classroom duties, as well Center-wide jobs; assists teachers and children in other groups, as needed
- Assists in the arrival and departure of children
- Helps children with toileting/diapering, as needed.
- Follows through on assigned and self-initiated tasks
- Is familiar with the Center's philosophy and policies, acts in accordance with them, and monitors to make sure that those who report to him/her are also acting in accordance with the Center's philosophy and policies.
- Is familiar with routine paperwork (accident/incident reports, sign-in/out, emergency contact, medication administration, etc.)
- Completes accident/incident forms, as needed (or supervises their completion)
- Is responsible for the administration of medication, as necessary.
- Orients new families to the program, in cooperation with the Director.
- Stays later and notifies Director ASAP when ratios are out of compliance.
- Contributes to keeping the Center clean and safe.
- Position requires ongoing professional growth and education – through In-service Professional Development, workshops/seminars, and taking additional ECE/CD courses. Sets regular, job-related goals to further professional development, in collaboration with Director.
- Facilitates/attends Back to School Night
- Attends weekly Staff Meetings
- Attends In-Service Trainings provided by the Center.
- Attends 2 or more Parent Education Meetings offered by the Center each year
- Attends Community gathering events throughout the year (e.g. Potlucks)
- Some evening and weekend work may be required.

Qualifications

Essential Qualifications:

APPLICANTS NEED NOT APPLY UNLESS THEY MEET THE MINIMUM REQUIREMENTS

- **Must have obtained, or be eligible for, “Teacher” level Child Development Permit**
 - 24 units Child Development/ECE (including core courses of: Child Growth & Development, Child, Family & Community, and Curriculum)
 - 16 units General Education
 - At least, 3 years of Preschool classroom teaching experience. At least, 2 of these years should have been within an early childhood education setting that uses a developmentally-appropriate, play-based, constructivist approach to teaching and learning.
- OR
 - AA or higher (in any subject) with 12 or more units ECE/CD (including 3 core courses), plus 3 units supervised field experience ECE/CD setting, plus 2 units adult supervision
 - At least, 3 years of Preschool classroom teaching experience. At least, 2 of these years should have been within an early childhood education setting that uses a developmentally-appropriate, play-based, constructivist approach to teaching and learning.
- Must have excellent understanding of Child Development theories and current best practices in Early Childhood Education.
- Must have excellent skills in observation and documentation of children’s learning/development and a deep understanding of appropriate assessment criteria for children ages two to five years of age.
- Must have the ability to communicate clearly, effectively, and professionally, in English, in both oral and written communication.
- Must have excellent interpersonal skills; the ability to interact and work effectively with children, parents, and co-workers.
- Must demonstrate strong leadership and management qualities
- Must have strong skills/experience in emergent curriculum planning and implementation
- Must be willing to assist in all Center activities, including covering other classrooms, as needed.
- Displays general positive attitude and works constructively with others
- Acts with professionalism and ethical conduct; refrains unprofessional behavior such as non-productive gossiping; maintains confidentiality
- Is punctual, dependable, responsible
- Maintains physically healthy condition, so as to have the ability to lift children weighing 45 pounds or more and to actively play with children; must be physically and mentally capable of performing the assigned tasks
- Must have thorough knowledge of Title 22 Regulations.
- Must show proof of completion of the online Mandated Reporter Training (maintain every 2 years).
- Position requires a criminal record background check with both FBI and DOJ, health screening, TB test, current CPR/First Aid Certification (maintain every 2 years), yearly Pest Management Training.

Preferred Qualifications:

- AA or BA degree in Child Development or Early Childhood Education
- 3-5 years of teaching experience as a Lead Teacher in a play-based, developmental early childhood program
- Experience using a Reggio Emilia-inspired, project-based, and/or STEM-focused approach
- Experience working with the DRDP is a plus.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to **resumes@oxy.edu** and put **“Lead Teacher Resume”** in the subject heading.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.