Part-Time 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, full-day program. The Teacher will report to the Director. This role includes helping to plan and implement an educational program that meets the developmental needs of the whole child, delivered through a developmentally-appropriate, play-based, emergent curriculum. This role also includes contributing to the process of documenting and assessing children’s learning and development. The Part-Time Teacher must have the ability to work effectively and collaboratively in a team of early childhood educators, as well as establish and maintain respectful partnerships with parents. This is a part-time, casual position, not eligible for benefits. The hours for this position will be Monday through Friday from 8:00 a.m. to 2:00 p.m. The position will be available as of November 2, 2020. APPLICANTS FOR THIS ROLE MUST HAVE A MINIMUM OF 12 SEMESTER UNITS IN CHILD DEVELOPMENT, INCLUDING CORE COURSES.

**Summary of Duties and Responsibilities**
The Teacher’s Duties and Responsibilities will include the following:
- Helping to plan and implement an educational program that meets the developmental needs of the whole child – social, emotional, cognitive, physical, language and creative development.
- Helping to plan and implement a developmentally-appropriate, hands-on, play-based, emergent curriculum, inspired by children’s interests.
- Adapting the curriculum and expectations, based on children’s individual needs.
- Setting up an appropriate and effective classroom environment and schedule.
- Forming close relationships with children, getting to each child on a deep level, and forming collaborative and mutually respectful relationships with parents.
- Keeping parents informed of the learning taking place in the classroom, on an ongoing basis, including displaying documentation around the room.
- Assessing and documenting children’s development and learning, including preparing portfolios of each child’s work and development.
- Collaborating with co-workers to complete an assessment of each child’s development twice yearly.
- Identifying developmental goals for both individual children and for the group, on an ongoing basis.
- Participating in Parent-Teacher Conferences twice yearly and ensuring that information delivered to parents is well thought-out, accurate, and effectively communicated.
- Providing constant supervision of children throughout the day.
- Sharing responsibility for the completion of general classroom and Center-wide jobs.
- Helping children with toileting/diapering, as needed.
- Position requires ongoing professional growth and education – through In-service Professional Development, workshops/seminars, and taking additional ECE/CD courses.
## Qualifications

### Essential Qualifications:
- Must have, at least, 1 years of experience in early childhood education in a play-based classroom setting, in a developmental program with a constructivist approach to teaching and learning.
- Must have a basic understanding of Child Development theories and current best practices in Early Childhood Education.
- Must have good skills in observation and understand appropriate assessment criteria for children ages two to five years of age.
- Must have the ability to communicate clearly, effective and professionally, in English, in both oral and written communication.
- Must be willing to assist in all Center activities, including covering other classrooms, as needed.
- Must be in good health and must be physically and mentally capable of performing the assigned tasks, including being able to lift and carry up to 50 pounds.
- CPR and First Aid training is required and must be up to date.
- Must have general knowledge of Title 22 Regulations.
- Must show proof of completion of the online Mandated Reporter Training.
- Must have the ability to communicate clearly, effectively, and professionally, in English, in both oral and written communication.

### Preferred Qualifications:
- BA or AA degree in Child Development or Early Childhood Education preferred.
- 2-4 years teaching experience in an early childhood classroom preferred.
- Experience in emergent curriculum, Reggio Emilia-inspired approach, project approach, and/or STEM preferred.
- Experience working with the DRDP is a plus.
- Experience with documentation of children’s learning and development is preferred.

### 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 “Teacher Resume” in the subject heading.

We will consider for employment all qualified Applicants, 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.