



JOB Description

Pleasant Hill Recreation & Park District's

KIDSTOP

Children's Center

(925) 680-5298

JOB TITLE: KinderClub Teacher

DEFINITION:

Under the supervision of the Head Teacher and/or Site Director, this position is responsible for assisting in carrying out the planned center activities. Instructors may assist in the planning and scheduling of center activities.

SPECIFIC JOB RESPONSIBILITIES:

- Assist in center program planning and scheduling.
- Assist in implementing program activities and events for the KinderClub program.
- To interact with the children and to encourage their involvement in activities.
- May develop specific program activities.
- To prepare a warm, safe, and stimulating environment that is orderly, clean and appealing and permits the child to grow and explore.
- Observe, record and report significant individual and group behavior.
- Use appropriate and positive discipline and consequences.
- Establish and maintain positive and open communication with parents and to provide them with support and understanding.
- Monitor classroom supplies.
- Attend all staff meetings and training sessions.
- Other duties as assigned.

REPORTS TO:

1. Reports to Head Teacher regarding curriculum, supplies, and schedule changes.
2. Reports to Site Director regarding child, staff, parent problems or changes.

QUALIFICATIONS:

- Minimum six months of experience working with school age children.
- Ability to work in corporation with other adults in a team member approach.
- Positive and effective communication skills, both oral and written.
- Flexibility and stress management skills.
- Knowledge of child development/child care issues.
- Knowledge of appropriate disciplinary techniques.
- Ability and willingness to support and carry out the goals and objectives of the KIDSTOP program

EDUCATION REQUIREMENTS:

- Prefer Associate Arts degree in recreation, education or related field in recreation.
- 12 Early childhood Education Semester Units, and currently working toward the completion of a total of 12 ECE units.