

KidWorks Community Development Corporation

Job Description

Job Title: Preschool Teacher/Assistant Substitute
Department: Preschool
Reports To: Preschool Director
Classification: Nonexempt/Full time
Benefits: Sick Time Accrual per California Labor Requirement

ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, restores at-risk neighborhoods one life at a time and serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more, please visit <http://www.kidworksoc.org>.

POSITION SUMMARY

Reporting to the Preschool Director, the Preschool Substitute is responsible for supporting the planning and implementation of daily on-site and virtual classroom lesson plans and assuring safety of children in the preschool classroom experience.

POSITION ROLES AND RESPONSIBILITIES

Curriculum/Program Design

- Work with the teachers to plan and prepare lesson plans, and submit in accordance with administrative guidelines on a monthly basis.
- Work closely with Classroom Leaders in a team-teaching atmosphere for classroom activities and share pertinent information, suggestions or ideas on a regular basis.

Class Time

- Interact with children through in-person and virtual instructional methods to include play, music, arts and crafts, reading, writing, science, and physical activities.
- Assist children with completing assigned projects and enhancing learning skills.

Assessment

- Monitor talents, special abilities, disabilities, deficiencies or problems of each individual child, document issues/concerns as needed in logbook and notify management.
- Assist teachers with the preparation of evaluations for children on a yearly basis or as needed.

Student Relations

- Promote and foster each child's positive self-esteem and individual development toward fullest potential in the areas of physical, social, emotional and cognitive growth.
- Establish and maintain a positive interpersonal relationship with all children, fellow staff and parents/guardians.
- Assist children with personal care activities to include toileting, feeding and cleanliness needs in relation to age/stage of development.

Classroom Environment/Safety

- Assist in daily supervision of Volunteers, Room Assistants and Room Aides.
- Follow all local, state, and federal guidelines related to health and safety protocols and cleaning schedules.

Staff Development

- Attend in-service training, conferences, staff meetings and parent meetings as required.

CANDIDATE PROFILE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills

- Bilingual English/Spanish required
- Superior Interpersonal Skills
- Oral Communication Skills
- Written Communication Skills
- Reading Skills
- Resourcefulness
- Customer Service
- Diplomacy
- Professionalism
- Relationship Building
- Organization
- Planning
- Time Management
- Computer Literacy – Knowledge in MS Office

Education/Experience/License

- Community Care Licensing Clearance
- Associates' degree (AA) from two-year college
- Two to four years early childhood related experience and/or training; or equivalent combination of education and experience
- Covid-19 completed vaccination
- Valid drivers' license and a reliable, insured vehicle for travel

Schedule

- Preschool hours of operation are Monday – Fridays, 8:00 am – 3:00 pm

APPLICATION INSTRUCTIONS

To apply for this position, send an email to hr@kidworksoc.org and attach a copy of your résumé and a cover letter. Both documents are required. Please write "**Preschool Substitute**" in the subject line. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response.