



SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

P.O. Box 8, Silverado California 92676 • www.smrpd.org

PRESCHOOL LEAD TEACHER JOB DESCRIPTION

Effective May 2022

The Silverado Modjeska Recreation and Park District (SMRPD) is a local government special district established by the Orange County Board of Supervisors in 1961. Our purpose is to provide a well-rounded, wholesome program of recreation and leisure time activities for residents of the County's canyon areas, which includes Silverado, Ladd, Black Star, Williams and Modjeska canyons. SMRPD owns and/or operates five facilities: two community parks, two community centers and a children's center with two buildings on land leased from Orange County Parks.

SMRPD is currently looking for a Preschool Lead Teacher at the Silverado Children's Center. This position is part to full time (non-exempt). Position hours are 25 to 40 hours/week. The school is located at 7525 E. Santiago Canyon Road, Silverado, CA 92676 and operates 5 days a week Mondays through Fridays.

About Silverado Children's Center:

Silverado Children's Center (SCC) is located in the canyons of the Santa Ana Mountains in eastern Orange County, California. A program of the Silverado Modjeska Recreation and Parks District (SMRPD), SCC offers an emergent curriculum that incorporates an appreciation of nature's handiwork, care for living creatures, and a solid respect for the environment.

SCC provides a year-round, nature-based experience for children ages 2 to 6. Our location is conveniently located to most regions in Orange County along one of the most scenic roads in our area and provides a true environmentally authentic environment for our children.

Learn more at www.silveradochildrenscenter.com

About the Classroom Lead Positions:

SCC is looking for a qualified teacher to join our energetic, adventurous, creative and caring staff. Applicants **MUST** have a love for small children (ages 2-6), animals, the outdoors, and be a team player.

The Classroom Lead is responsible for the overall direction and management of one of our SCC Classrooms. This teacher is responsible for developing and implementing an ongoing program of activities that promote the social, emotional, cognitive and physical development of each child enrolled in their classroom, in accordance with Title 22 and SCC's Nature Preschool Philosophy.

The ideal candidate is friendly, supportive and professional.

Responsibilities

Curriculum Planning:

- Develop, post and implement creative weekly activity plans suitable for preschool children (appropriate for the specific age of the assigned classroom).
- Employ a variety of educational techniques (storytelling, educational play, art, etc.) to engage children in an outdoor play-based program.
- Consistently modify the indoor and outdoor classroom environments to meet the needs of individual children with concern for their interests, special talents, and individual style and pace of learning.
- Daily playground walkthrough wildlife and debris safety check (snakes, spiders, fallen branches, etc.)
- Create and maintain an environment that is clean, organized and safe for all children.
- Collaborate with other teachers in the school to provide unique opportunities for the students.
- Coordinate with Animal Care Coordinator to incorporate animal interactions into curriculum planning.
- Meet regularly with School Director to evaluate each student's progress and discuss plans for student's promotion as applicable.

Student Observation & Support:

- Maintain individual student files of each child in the classroom to include all relevant documentation.
 - Implement state required Developmental Assessment for each child on an annual basis
 - Track each child's progress for the purpose of planning and compliance with Head Start Standards
 - Observe and document each child's growth and development through pictures, anecdotal notes, and sample work
- Observe each child to help them improve their social competencies and build self-esteem, as well as identify any potential concerns.
- Assist children with activities of daily life (restroom use, hand washing, etc.).
- Manage diapering and potty-training (Seedling Classroom only).
- Encourage children to interact with each other and resolve occasional arguments.
- Communicate with parents regularly to share progress as well as understand the children's background.
- Establish a professional level of rapport with each family in order to provide quality care and friendly service.
- Work with Family Engagement Chair or Classroom Representative to coordinate parent-involved activities (guest reader, etc.)
- Manage student's first day and last day checklist procedures

Team Interaction & Policy Compliance:

- Provide day-to-day supervision and mentoring to junior teaching staff (Teachers and Teacher Assistants) - including sharing daily program plans and discussing goals for children.
- Oversee student sign-in/out procedures to ensure compliance with licensing standards.
- Communicate weekly with families (via email, FB group or the ProCare app) to share activity plans, photos and updates about the classroom.
- Regularly meet with school's Director to review curriculum plans and activities and evaluate program's effectiveness.
- Attend staff meetings, workshops and school events as required.
- Respond to emergency calls according to protocol.

Skills

- Ability to relate positively to young children, parents and staff
- Strong working knowledge of Early Childhood Program Performance Standards and Nature Preschool Philosophy
- Knowledge of Reggio curriculum preferred (Emergent Curriculum)
- Demonstrate success in working as a member of a team
- Effective and strong communication skills (orally and written)
- Familiarity with safety and sanitation guidelines for classrooms
- Cool-tempered, friendly and reliable
- Balance between a creative mind and practical judgement
- Ability to work in an outdoor environment that includes heat/cold, insects, reptiles and local wildlife

Requirements:

- 24 units of ECE/CD (including core courses) and 16 general education units; *OR*
 - 24 units of ECE/CD (including core courses) and 16 general education units and 6 specialized units and 2 units of adult supervision; *OR*
 - An AA degree or 60 units with 24 units of ECE/CD units (including core courses) and 3 units of ECE Administration.
- Two years experience working in a licensed child development program as a teacher of preschoolers
- Certification in Child CPR and First-Aid
- Valid fingerprint clearance that has been submitted through Community Care Licensing
- Proof of immunization upon hiring