



*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](http://www.smrpd.org)

## PRESCHOOL 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 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](http://www.silveradochildrenscenter.com)

### **About the Teacher Position:**

SCC is looking for qualified teachers 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 Teacher role works under the direction of the Lead Teacher to support the lead with curriculum planning and implementation. This teacher is responsible for proactively suggesting opportunities 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:**

- Support the Lead Teacher in developing and implementing creative weekly activity plans suitable for preschool children (appropriate for the specific age of the assigned classroom).
- Proactively suggest activities, learning opportunities, and program improvements to the Lead Teacher(s).
- 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.
- 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.

### **Student Observation & Support:**

- Supervise children on the playground and in the classroom, on hikes and on off-site field trips.
- “Break” Teacher(s) and act as sub when needed.
- Support the Lead Teacher to create & maintain individual student files of each child in the classroom to include all relevant documentation.
- Observe and document each child’s growth and development through pictures, anecdotal notes, and sample work
- Manage weekly inventory of student cubbies to assess for needs (diapers, wipes, extra clothes, etc.)
  - Observe each child to help them improve their social competencies and build self-esteem, as well as identify any potential concerns.
- Supervise nap time as scheduled.
- Assist children with activities of daily life (restroom use, hand washing, etc.).
- Assist with diapering, potty training and toileting.
- Encourage children to interact with each other and resolve occasional arguments.
- Daily playground walkthrough wildlife and debris safety check (snakes, spiders, fallen branches, etc.)
- Work with Family Engagement Chair or Classroom Representative to coordinate parent-involved activities (guest reader, etc.)
- As needed: snack time preparation, serving and lunch time setup/cleanup.

### **Team Interaction & Policy Compliance:**

- Oversee student sign-in/out procedures to ensure compliance with licensing standards.
- Attend staff meetings, workshops and school events as required.
- Contribute to monthly newsletter for families.
- 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**

- 12 units of ECE/CD (including core courses)
- 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