



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 ASSISTANT 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 Assistant Teacher at the Silverado Children's Center. This position is part time (non-exempt). The school is located at 7525 E. Santiago Canyon Road, Silverado, CA 92676 and operates 5 days a week Mondays through Fridays. Position hours are 10 to 20+ hours/week.

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 Assistant Teacher Position:

SCC is looking for a qualified assistant 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.

Assistant Teachers will work with students from all three classrooms as needed.

- Seedlings Classroom (ages 2-3... not potty trained)
- Acorns Classroom (ages 3-4)
- Pinecones Classroom (ages 4-6)

The ideal candidate is friendly, supportive and professional.

Responsibilities

- Render staff support to Classroom Lead Teachers.
 - Review weekly activity plans and coordinate with Lead Teacher to determine assistance needed for each activity.
 - Set up and clean up relevant materials for activities as directed.
 - Assist with weekly inventory of student cubbies to assess for needs (diapers, wipes, extra clothes, etc.)
- Supervise nap time as scheduled.
- Supervise children on the playground and in the classroom, on hikes and on off-site field trips.
- Encourage children to interact with each other and resolve occasional arguments.
- Interact with families (signing students in and out).
- Assist children with activities of daily life (restroom use, hand washing, etc.)
- Assist with diapering, potty training and toileting.
- Maintain classroom art & materials closets as assigned (keep them organized & handle inventory assessment as needed)
- Daily playground walkthrough wildlife and debris safety check (snakes, spiders, fallen branches, etc.)
- As needed: snack time preparation, serving and lunch time setup/cleanup.
- As needed: general housekeeping chores, animal care and playground maintenance.
- Attend staff meetings, workshops and school events as required.
- Respond to emergency calls according to protocol.

Skills

- Ability to relate positively to young children, families and staff
- Strong working knowledge of Early Childhood Program Performance Standards and Nature Preschool Philosophy
- Knowledge of Reggio curriculum preferred (Emergent Curriculum)
- 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

- Minimum 6 Early Childhood Education units
- Certification in Child CPR and First-Aid
- Valid fingerprint clearance that has been submitted through Community Care Licensing
- Proof of immunization upon hiring