

Township of Livingston JOB POSTING

PRESCHOOL LEAD TEACHER (PART-TIME)

SYLS

POSTING DATE: July 2017

APPLICATION DEADLINE: Until Filled

DATE POSITION WILL BECOME AVAILABLE: August 2017

CONTACT Interested candidates may submit a Township application, cover letter, resume, and salary requirement via the following:

E-mail (preferred):

to "employment@livingstonnj.org". Please include the position title in the subject line.

or

Fax:

(973) 992-7531

or

Mail:

Human Resources Dept.
Township of Livingston
357 S. Livingston Avenue
Livingston, NJ 07039

The Township of Livingston is an Equal Opportunity Employer.



JOB DESCRIPTION

JOB TITLE: Preschool Lead Teacher (Part-time)
DEPARTMENT: Senior, Youth, and Leisure Services (SYLS)
REPORTS TO: Camp, Youth & Teen Program Supervisor
GRADE LEVEL: PT-23 (Recreation Leader I or II depending on teaching experience)
STATUS: P/T, Seasonal, Non-Exempt Position
HOURS/WEEK: 25-28hrs/week per school year
M-W 8:00 am- 2:00 pm, TH-F, 8:00 am – 12:45 pm (*hours may vary*)

1. **SUMMARY**

Educate and care for young children ages 2-5 years old in the Community Kids Preschool Program. Teachers are to provide an age appropriate, educational and safe environment.

2. **SUPERVISORY RESPONSIBILITIES**

Supervision and coordination of Recreation Leader and Lead Teacher for program activities with other Recreation Leaders or Assistants as needed. The lead teacher will be responsible for the safety and wellbeing of children within the classroom.

3. **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Office Other – Explain: _____

- Work is performed in an office.
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
- Frequently required to stand, walk, talk, hear, sit, and balance.
- Frequently must lift, move and carry up to 10 pounds and occasionally up to 20 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

4. **ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Work with children in groups or one on one, depending on the needs of children and the subject matter.
- Plan and carry out a curriculum that targets different areas of child development, such as language, motor, and social skills.
- Ensure that the curriculum includes: circle time, colors, numbers, alphabet, months, days, seasons, etc. Plans for each season (Fall, Winter, Spring)
- Organize activities so children can learn about the world, explore interests, and develop talents.
- Watch for signs of emotional or developmental problems in children and bring concerns to the attention of parents.

- Keep records of the students' progress, routines, and interests, and keep parents informed about their child's development.
- Monitor children in class activities.
- Inventory supplies and provide Supervisor with accurate classroom supply needs.
- Design and implement bulletin board displays, room displays, etc.
- Ensure the age appropriateness of all classroom activities.
- Attend yearly open house, preschool meetings and parent/teacher conferences.
- Attend staff training as outlined by State of New Jersey guidelines.
- Adapt activities to the individual participant needs and assist in completion of daily activities.
- Provide friendly interaction with participants and participant families or caregivers.
- Other assignments as deemed necessary by the Supervisor or the Preschool Director.

5. KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of or experience with teaching children in a preschool setting.
- Ability to create and maintain positive cooperative relationships with management, co-workers, and participants.
- Ability to read, writes, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Interest in working part-time schedule.

6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education & Experience: Applicants must have at least 2 years of experience in a childcare setting. Bachelor's degree in Early Childhood Education or Child Development is required. Candidates with a Bachelor's degree in a related field must have a minimum of 5 years of teaching experience with preschool-age children.

Licensing &/or Certifications: CPR & First Aid certification required. Certifications must be kept up to date as required by The State of NJ Licensing.

Special Requirements: Valid driver's license and/or reliable transportation required.