

# JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT  
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

Job #76C

January 9, 2019

**CHILD CARE TEACHER II**  
**Salary \$14.37 - \$17.54 (Range 218)**

## **EXAMPLES OF DUTIES**

Is responsible for the coordination and direction of a single-site school-age childcare program; plans, organizes activities, trains and coordinates with staff; assists the child making a satisfactory transition from home to child care; sets-up and maintains a healthy, safe and physically attractive environment to stimulate learning experiences; develops, implements and uses instructional materials daily that are suitable for age-appropriate levels of children with a wide range of mental, physical and emotional maturities; provides appropriate climate to establish and reinforce acceptable child behavior, attitudes and social skills; evaluates social and academic growth of children and keeps appropriate records; communicates regularly with parents by means of parent meetings and individual parent conferences; provides appropriate communication to parents between school and home; creates an effective environment for learning through functional and attractive displays, exhibits of child's work and interest centers; maintains professional competence through professional growth activities; responsible for requesting necessary materials for the childcare site; supervises children during both indoor and outdoor- activities during the assigned work day; responsible for the collection and tracking of timely tuition payments and tuition fee policies; tracks and maintains subsidized childcare payments and attendance sheets; responsible for communicating payment adjustments and overdue amounts to parents/families on a regular basis; performs related duties as assigned.

## **LICENSE and CERTIFICATE REQUIREMENT**

Possession of a valid California Driver's License. Must possess current CPR and First Aid Certificate.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

General program needs; budgeting, staffing, enrollment expansion; lesson plans; overall site coordination and program development and appropriate age-level standards and coordination of curriculum.

### **Ability to:**

Organize and direct the activities of children using available materials; communicate clearly and concisely, orally and in writing; establish and maintain effective working relationships with the public, community groups, and staff; exercise good judgment, courtesy and tact with staff and the public

### **Experience:**

Experience working with children is desirable.

### **Education:**

Proof of High School Diploma or equivalency. AA degree, or 48 college units, or pass the District's Paraeducator Exam. Early Childhood Education (ECE) or Child Development (CD) units with units in administration, supervisory, or personnel issues are desired.

## **WORK YEAR/BENEFITS**

This is a **11 month (student calendar), 30 hours per week position at LA PLUMA ELEMENTARY with the LA MIRADA SCHOOL-AGE CHILD CARE (SACC) PROGRAM. Hours will be split shift MTTHF 6:45 a.m. – 8:45 a.m. and 2:15 p.m. – 6:00 p.m., Wednesday 6:45 a.m. – 8:45 a.m. and 1:00 p.m. – 6:00 p.m.** Person selected will receive full benefits

## **APPLICATION PROCEDURE**

Please apply via Edjoin.org at <https://www.edjoin.org/Home/JobPosting/1126674>. The deadline for submitting an application is **JANUARY 17, 2019 @ 4:00 p.m.** A test may be given.

**A.D.A. REQUIREMENTS ON REVERSE SIDE**

**An Equal Opportunity Employer**

## CHILD CARE TEACHER II

### **A.D.A. REQUIREMENTS**

#### **Physical, Mental and Environmental Demands:**

##### **Physical:**

Sitting. Walking on level surfaces. Bending and use of both legs. Fine coordination. Wrist/arm coordination, use of all fingers and both hands. Lifting up to 15 pounds. Carrying/pushing up to 15 pounds (table/chairs). Color, near and night vision, depth perception. Use of both eyes with corrective lenses. Sense of smell, speaking, normal hearing and able to distinguish sounds in transmission.

##### **Mental:**

Sitting. Walking on level surfaces. Bending and use of both legs. Fine coordination. Wrist/arm coordination, use of all fingers and both hands. Lifting up to 15 pounds. Carrying/pushing up to 15 pounds (table/chairs). Color, near and night vision, depth perception. Use of both eyes with corrective lenses. Sense of smell, speaking, normal hearing and able to distinguish sounds in transmission.

##### **Working Conditions:**

Office/class environment.