



J O B D E S C R I P T I O N

POSITION: TINY TOTS PRESCHOOL INSTRUCTOR

WAGE:

TINY TOTS PRESCHOOL AIDE (ACTIVITY SPECIALIST II)

\$16.04 - \$16.84 - \$17.68 - \$18.57 - \$19.50 - \$20.47 - \$21.49 PER HOUR

TINY TOTS PRESCHOOL LEAD (ACTIVITY SPECIALIST III)

\$17.48 - \$18.36 - \$19.27 - \$20.24 - \$21.25 - \$22.31 - \$23.43 PER HOUR

JOB DESCRIPTION

The Tiny Tots Instructor will teach assigned classes of pre-school children ranging in ages from 18 months to 5 years old in enrichment, recreational and educational based programming (Tiny Tots Aide will assist).

EXAMPLES OF DUTIES (This is a general description of duties and is not all-inclusive)

- Develop and instruct weekly lesson plans (i.e. art, free play, enrichment, and circle time).
- Supervise preschool age children indoors and outdoors.
- Maintains a variety of program records and prepares reports relevant to program area.
- Ensures that activities run smoothly and according to program objectives and guidelines and general department philosophy.
- Maintain direct communication with parents and families.
- Encourage and support early childhood development.
- Clean tables, floors and play areas when need arises.
- Participate in City sponsored special events which may occur on weekends and/or holidays
- Perform other duties as assigned

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by the Tiny Tots Supervisor.

MINIMUM QUALIFICATIONS

- Be able to establish and maintain productive working relations with others
- Ability to tactfully and appropriately communicate with preschoolers and parents
- Ability and desire to work with young children
- Must have some knowledge of growth and developmental stages of 3-5 year old children

Tiny Tots Preschool Aide (Activity Specialist II)

- Must be at least 18 years of age and have ECE units, or educational equivalent, or experience caring for children

Tiny Tots Preschool Lead (Activity Specialist III)

- Must have 6 academic units at the junior college level in an Early Childhood Education program and 18 months experience in a recreation or structured child care setting for preschoolers.

REQUIREMENTS FOR EMPLOYMENT

- Must be able to handle sensitive and/or stressful situations or information with tact, discretion and significant awareness of confidentiality
- Must effectively communicate with adults and children from a variety of cultural backgrounds
- Willingness to comply with suspected child abuse reporting (11166.5 PC)
- Employees are required to be certified in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or supervisor approved equivalent. Employees must be certified 30 days prior to the first day of work.
- Fingerprinting and TB test are required
- Must submit verification of legal right to work in the United States as a condition of employment

SELECTION PROCESS

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations may include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT

City of Fremont, Recreation Services Division
3300 Capitol Avenue, Building B, Fremont, CA 94538
Or www.fremont.gov

For further information regarding this position, please call (510) 494-4349

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Division will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.