



**THE CITY OF LA HABRA IS CURRENTLY ACCEPTING
APPLICATIONS FOR**

LEAD TEACHER A-15

\$3,753/mo. - \$5,280/mo. (\$21.651/hr. - \$30.465/hr.)

Are you passionate about making a difference in your community? Are you creative and motivated to serve children and families? If meaningful work and a positive culture is important to you, be a part of our early head start team.

The City of La Habra is conducting a recruitment to fill the position of Lead Teacher for the State Preschool Program. The Lead Teacher is a supervisory position and requires at least a Site Supervisor Permit (issued by the California Commission on Teacher Credentialing). The Lead Teacher will act for the Program Specialist in site coordination and supervisory duties. This position is under Federal and State rules and grant funds. The position is for a specific program and may be of a limited term.

ABOUT THE CITY:

City of La Habra is located at Orange County's northernmost corner, La Habra today is 7.3 square miles, with a population of nearly 62,000. A quiet bedroom community, it is conveniently located within an hour's drive of many beaches, mountain, and desert recreation areas. The City is known for the Tamale Festival, Corn Festival, Citrus Fair, the Children's Museum, and Depot Theatre. For more information visit the City of La Habra website at www.lahabracaca.gov.

ABOUT THE DIVISION:

The Child Development Department strives to provide comprehensive Child Development Services to children and their families. We believe that each child should receive individual attention, encouragement, support and guidance. A variety of experiences for the development of the child's fullest potential are provided. This program has a strong commitment to the community. This involvement has been at the core of the development of many social service programs offered through this agency. Two sessions are offered for 3 1/2 hours each. Some full-day spaces are available for families who meet eligibility requirements. We strive to serve all children and constantly seek ways to accommodate the unique needs of children with disabilities.

ABOUT THE POSITION:

Under direction, to supervise a childcare site, assist the Site Director in planning programs and activities; and to supervise and evaluate the staff.

ESSENTIAL DUTIES (*Duties may include, but are not limited to the following*):

- Oversees the development and implementation of parent participation programs.
- Review lesson plans, assessments, and child outcomes with teachers.
- Provides staff supervision.
- Acts for the Site Director in their absence.

Equal Opportunity Employer – women and minorities encouraged to apply

- Plans and implements staffing schedules while maintaining an appropriate Teacher/Child ratio, which may include filling in for teachers.
- Completes required forms and reports.
- Performs related duties as required.
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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Title V, Title 22, Classroom Assessment Scoring System (CLASS) and Early Childhood Environment Rating Scale (ECERS).
- Appropriate child growth and development techniques and theories as related to all developmental areas, including language and literacy, number and math concepts, physical development, cognitive awareness and socialization.
- High/Scope curriculum methodology.
- Supervisory techniques.

Ability to:

- Develop on-going staff training.
- Effectively communicate with children, parents, staff and the community.
- Observe and recognize behaviors or conditions in children that may indicate special attention and/or referral.
- Plan a nutritional program to include the components of meal preparation, child education, staff training, and parent education.
- Communicate effectively orally and in writing.
- Complete forms.

TRAINING AND EXPERIENCE:

Experience or combination of experience and education, providing the qualifying knowledge, skills and abilities. Position requires an Associate Degree or higher with 24 units of Early Childhood Education, plus 3 units supervised field experience in Early Childhood Education and a Child Development Site Supervisor Permit.

Bilingual (English/Spanish) is preferred.

EDUCATION REQUIREMENTS:

- Must have at least an AA degree with 24 units of child development (3 Units in Infant and Toddler) and enrolled in a program leading to a BA degree OR a BA degree in Early Childhood Development or related field (24 CD units)
- Must have a current Child Development Site Supervisor Permit or higher from the California Teacher Credential Office.
- Must have fingerprints cleared by the Department of Justice.

Copy of college transcript is required and must be attached. A State of California Child Development Site Supervisor Permit or higher (or proof of application) is also required. Applications submitted without the required documents will be considered incomplete. Please be sure to scan and attached the required documents to your on-line application.

FIVE-YEAR RENEWAL:

105 hours of professional development in an accredited classroom setting.

CERTIFICATES AND LICENSES:

State of California Child Development Site Supervisor Permit or higher (or proof of application); Must possess and maintain a valid California Class C driver's license and proof of automobile insurance coverage. Pediatric First Aid and Pediatric CPR certification is required.

Conditions of Employment:

- Successful Completion of a criminal history background check.
- Obtain and maintain all certification and educational requirement as established by state and federal guidelines. Including:
 - CPR/First Aid certificate for infants and children.
 - Food Handlers card.
 - TB test; proof of current MMR vaccination.
 - Blood Borne Pathogens and HIV Training.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, an employee performs moderately heavy work; regularly required to sit, stand, talk and hear both in person and by telephone; and use hands to operate, finger, handle or feel a variety of equipment; and reach with hands and arms. The employee is required to walk, climb, stoop or bend, push, and pull. Must be able to lift and carry a small child (up to 50 pounds) as needed/in the event of an emergency. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must pass a pre-employment physical including a tuberculosis test and required immunizations (SB792).

MENTAL DEMANDS

While performing the duties of this class, the employee is regularly required to work on multiple concurrent tasks with constant interruptions, read and interpret documents and information; use oral communication skills; interact with City staff, elected officials, residents, the general public and others encountered in the course of work, some of whom may be dissatisfied and/or abusive individuals.

WORK ENVIRONMENT

Work is typically performed at indoor and outdoor program sites in seasonal weather conditions. Work may require exposure to noise, dust and dirt. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SPECIAL CONDITIONS

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all La Habra city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

INTERESTED IN APPLYING?

To be considered for this opportunity, please submit a City application online through the Human Resources Department webpage at <https://www.governmentjobs.com/careers/lahabraca>. Completed applications will be accepted until **6:00 p.m., Monday, November XX, 2021.** Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a drug screening, employment history verification, DMV check and will also be fingerprinted.

If any accommodation is needed during the interview, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

***This bulletin is not a contract, neither expressed nor implied.
Any provision herein may be modified or revoked.***