



Job Description

Preschool Teacher

About JobTrain

JobTrain is a highly respected non-profit job training and placement center located on the Menlo Park-East Palo Alto border. JobTrain's Child Development Center serves the children of our clients as well as those of other parents in the community. Our teachers use an emergent play-based approach to nurture and stimulate children's development. Our accredited career training and placement services, teen programs, and child development centers help change the lives of 6,000 people each year. We are dedicated to helping those who are most in need to succeed. Our services are low to no-cost for people who need our help.

Our Mission at the Child Development Center

This child center aims to support each child's potential with regards to certain principles:

- To consider that humans are social creatures and learning is a social endeavor
- To celebrate and support the relationship between family, school, and community
- To support a child's development of self-esteem and acknowledge the leadership potential within each individual
- To develop the ability to communicate with others and the interest in reaching out to others
- To respect each other and the precious / fragile environment we have inherited and will offer to the future generations
- To celebrate diversity with a commitment to peace and harmony in a just society
- To each do what we can to make the world a better place
- To facilitate and value each student as a lifelong learner and a resource to other learners

About the Position

The JobTrain Child Development Center, in Menlo Park, is seeking a preschool teacher to complement our staff of two classroom teachers and a site supervisor. This position is a full time position with benefits. We strive to hire excellent teachers, individuals who have a passion for connecting with and caring for children, and who have good communication and interpersonal skills. We serve up to 24 diverse children and use an Emergent Curriculum in an active, team-oriented classroom setting. Responsibilities include providing a safe and developmentally appropriate preschool program for young children (ages 3 – 5 years) that complies with all relevant legislation, policies and procedures. Maintains accurate records on children's developmental progress. Develop and carry out lesson plans that are consistent with classroom goals and objectives. Maintains a safe environment. Nurtures children, provides meals, crafts, and instruction, and ensures students are safe, happy and always learning in an active and play-based environment.

Qualifications

Candidates must have the following:

- Copies of Degree, Transcripts (official or unofficial).
- A Child Development Teacher Permit or higher.
- AA or BA degree in Early Childhood Education, Child Development, or Psychology is preferable, but not required.
- 12 semester units of ECE or Child Development, including the 4 core classes
- A minimum of 2 years of prior experience working as a member of a classroom team with children in an Early Childhood Education setting.
- TB clearance.
- CPR / First Aide – current.
- Bilingual (English / Spanish) is a plus, but not required.
- Knowledge of Title V requirements, DRDP 2015 and ECERS is preferred.

July 2019

- Admin classes are a plus.

Benefits

The JobTrain Child Development Center offers:

- A competitive salary.
- Medical, Dental, Vision, and Chiropractic benefits.
- A 403b Retirement Plan with company match.
- Life Insurance and Paid Time Off.

Compensation and How to Apply

A competitive salary and benefits package is offered. Interested candidates should submit a résumé and cover letter to info@Jobtrainworks.org. The subject line should read: **Preschool Teacher Position**. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). **JobTrain will require the successful candidate to undergo a background check.**