

Preschool Teacher/Family Math Coordinator, Full-Time
Grail Family Services
Job Description

Job Title: Preschool Teacher, .75 FTE, Family Math Coordinator, .25 FTE

Salary Range: DOE

Program: Grail Family Services Preschool (GFS)

Reports To: Site Supervisor

Background: Grail Family Services (GFS) partners with families, schools and communities to promote children's success and well-being. We operate in a community where more than 50% of the children in local schools are not reading at grade level. At our preschool program, we strive to inspire a lifelong commitment to learning and to foster the intellectual, creative, social, emotional, and physical growth of all of our students. We believe that strong partnerships with parents are the key to success. We support children's learning and development through innovative programs and partnerships that promote active learning and family engagement such as our Family Math Program, implemented in partnership with Stanford University's DREME Network and our Building Blocks of Parenting™ (BBP) App implemented in partnership with Santa Clara County Office of Education Head Start Program and FIRST 5 Santa Clara County. For more information, please see our website at www.gfsfamilyservices.org.

Position Summary:

Preschool Teachers are responsible for planning and implementing a learning environment and experiences to help young children develop socially, intellectually, physically and emotionally. They ensure the development and safety of these children in accordance with Title 5 and Title 22 regulations, per program requirements. Teachers will be respectful of children and parents, and ensure that equipment and facilities are clean, safe, and well maintained. In addition, as the Family Math Coordinator, the teacher is responsible for coordinating, implementing, and evaluating GFS's Family Math Program.

Example of Duties and Responsibilities:

- Assist Site Supervisor in the development and implementation of a developmentally appropriate program for children
- Assist in the planning and implementation of activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Ensure equipment and the facility are clean, well maintained and safe at all times
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily care giving routines and curriculum and plans to the interests and needs of the individual child and the group.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Supervise children, ensuring children are supervised at all times
- Establish routines and provide positive guidance
- Under the supervision of the Site Supervisor, perform on-going developmental evaluations to assess children's current levels and progress as required by funding sources, such as the DRDP, ASQ, and ASQ-SE
- Integrate special needs children in a positive and respectful manner

- Build strong relationships and maintain ongoing, open communication with parents/ caregivers and provide a classroom environment that encourages parent participation.
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests.
- Liaison with children's families to ensure a smooth transition from preschool to kindergarten as needed.
- Maintain accurate, complete and timely client and agency records; Completes daily meal and attendance records.
- Act as a Mandatory Child Abuse and Neglect Reporter, as required
- Coordinate, implement, and evaluate GFS's Family Math Program with preschool families
- Additional duties may be assigned as required

Education and/or Experience:

- Child Development Lead Teacher Permit or higher (required prior to start)
- BA degree with 24 units in Child Development or Early Childhood Education including core courses in Child/Human Growth and Development; Child, Family and Community and Program/Curriculum.
- 2 years teaching experience
- Have 15 hours of health and safety training or willing to obtain within six months
- Understanding of principles and best practices of early childhood education
- Familiarity of child assessment tools (California DRDP tool, ASQ/ASQ-SE)

License or Other Requirements:

- Must be 18 years of age or older
- CPR and First Aid certified
- Proof of Influenza, Pertussis and Measles Immunizations
- Proof of completion of Mandated Reporter Providers Training Certification
- Ability to pass a Criminal Background Check/Fingerprinting, per Title 22 regulations (obtained prior to start)
- Current negative Tuberculin test and health report, per Title 22 regulations (obtained prior to start)
- Able to lift up to 30 pounds chest high

Language Skills:

- Bilingual-Spanish/English, preferred.
- Ability to read, analyze, and interpret data, general business periodicals and governmental regulations in the English language
- Must possess adequate communication skills to present facts and recommendations effectively, both oral and written

To apply:

- Please email resume to jobs@gfsfamilyservices.org.