

COUNTY SERVICE AREA 20 - JOSHUA TREE

Invites applications for

PRE SCHOOL TEACHER/AIDE (PSE)

The Position: Under the direction of the Site Director or Lead Teacher this position is responsible for planning and implementing the daily operations of a Pre School. Duties include program planning and implementation record keeping, compliance with all regulations, daily facility maintenance and direct contact with clients and their parents. The Teacher/Aide is responsible for the health and safety of children in their care. The Teacher/Aide must assume the duties of the Lead Teacher in the Lead Teacher's absence, and will coordinate and work jointly with other Teacher/Aides working at the Pre School. Teacher/Aides will assist the Lead Teacher in preparation and participation of all activities associated with center.

The Requirements: Teachers/Aides must possess a minimum of 6-12 units of relevant college level education (**a list of relevant courses must be attached to the application**). Courses may include early childhood education, physical education, recreation, human services, social welfare or other related fields of study. Teacher/Aides must also have a minimum of six months experience a childcare center, pre school, school, or recreation setting. New hires must successfully complete Pediatric First Aid and CPR within one year of hire. Teacher/Aides are encouraged to enroll in early childhood education classes and obtain certification in early childhood education.

The Salary: Up to \$9.26 per hour, depending on educational units and experience. This is an extra help position with no benefits associated with it other than the County PST Deferred Compensation Plan.

The Examination: Applicants meeting or exceeding the minimum requirements will be competitively rated based upon the information stated and verified on the District application. Those determined most qualified will be invited to participate in a selection interview.

Medical Examination and Other Requirements: Job offers are made with the understanding that a candidate must pass a medical examination, which will include a pre-employment drug test. Failure to meet medical standards may result in disqualification.

Other Requirements: At time of hire, district employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986. Prior to appointment, applicants must be fingerprinted and successfully pass a background investigation.

Electronic Fund Transfer: New employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer.

Special Testing Accommodations: If you feel that you require testing arrangements due to a medically diagnosed disability, please request and complete the "Special Testing Accommodations Request Form" as soon as possible prior to the examination date. To obtain a form or for additional information, contact the Joshua Tree Recreation and Park District.

Application Procedure and Deadline: Applications may be obtained from and submitted to:

**C.S.A. 20 - Joshua Tree Park & Recreation
6171 Sunburst Ave. P.O. Box 1245
Joshua Tree, CA 92252
EEO Employer
www.specialdistricts.org**

Application Deadline: 5:00 PM, Wednesday, July 7, 2010