



City of Newark

Position Announcement

Child Care Instructor

Regular Full-time

SALARY: \$3,781.44 to \$4,600.96 per month

THE POSITION

Under supervision, the Child Care Instructor will provide the instruction of educational and recreational activities in a team environment. Our state licensed center provides care for children ages 3-5 years old. We provide a quality learning environment that allows each child the opportunity to grow in all aspects of their developmental needs. As the children learn, we help to nurture each child's creativity, uniqueness, and healthy self-confidence. Your creativity and expertise will be challenged to develop programs for both academic and recreational activities that include arts and crafts, creative play, exercise and movement, and circle time activities.

The current opening is located at the Newark Community Center.

QUALIFICATIONS

Knowledge of:

- Developmentally appropriate program content for children aged three to five years old.
- Principles and methods used in instructing a comprehensive range of activities for three to five year olds.
- State licensing regulations, and policies and procedures established by the City and Recreation and Community Services Department.

Ability or Skill to:

- Use initiative and sound independent judgment within established guidelines.
- Coordinate a variety of activities involving three to five year olds.
- Work effectively in a team environment.
- Effectively plan and implement child care programs.
- Establish and maintain effective collaborative working relationships with children, parents, and co-workers.
- Communicate clearly and concisely, both orally and in writing.
- Maintain an environment that is safe and appropriate for three to five year olds.
- Ability to sit, stand, and/or walk for prolonged periods of time; run, twist, kneel, crouch, bend, stoop, see, speak, and hear. The employee will work in outside weather, will be exposed to noise and hot, cold, wet and/or humid conditions. Must be able to work any shift during hours of operation. Employees in this class must occasionally lift and/or carry up to 35 pounds.

Applicants must possess the following minimum qualifications:

- A high school diploma, G.E.D., or equivalent.
- Successful completion of the 12 college units of Early Childhood Education (ECE) from an accredited academic institution required by Title 22 State Licensing. *College transcripts are required with the application for employment.* *
- Two years of teaching in a licensed day care center or comparable group child care program. **
- A valid CA Driver's License & satisfactory driving record.

Child Care Instructor

- Successful completion of Pediatric First Aid and Pediatric CPR trainings are required within three months of employment.

*A fully qualified teacher must have successfully completed 12 college units (Semester or Quarter equivalent) of Early Childhood Education (ECE) from an accredited academic institution in the following core areas:

- 3 college units in Child Development (these classes are generally listed under “Early Childhood Education,” “Child Growth and Development,” or “Child Psychology” in the college catalog).
- 3 college units in Child, Family & Community.
- 3 college units in Curriculum for Young Children (these classes may be taken as an overview course, or as a specific curriculum, such as literacy, music, math or creative arts).
- 3 college units in Early Childhood Electives (many ECE courses will count toward this requirement).

** Education from an accredited academic institution with a major in Early Childhood Education or Child Development may be substituted for experience as follows: an AA or equivalent may substitute up to nine months experience and a BA or equivalent may substitute up to 18 months experience.

Interested candidates should apply at CalOpps.org

Application must be submitted by March 16, 2018 or when 150 applications are received, whichever occurs first.

The position will remain open until filled.

Following the deadline to apply date, applications and supplemental questionnaires will be screened according to the qualifications outlined in this announcement. Not all applications which may meet the minimum requirements will proceed to the next phase of the recruitment process. The best qualified candidates will be invited to continue in the selection process, which may include an oral panel interview, **date to be determined**. All applicants will be notified by email as to whether or not they are invited to participate further in the selection process.

An eligible list will be established as a result of this selection process and will be valid for a period of six months. The list may be extended up to a maximum of two (2) years. The Recreation and Community Services Department will review the Eligible List to determine candidates to continue in the department selection process.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the review date for accommodation requests.

After receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. After clearance of the fingerprinted criminal history check, the applicant will be required to submit to a pre-employment medical examination. Applicants must be successful in all phases of the selection process to be considered for this position.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

COMPENSATION & BENEFITS

SALARY: \$3,781.44 to \$4,600.96 per month

This is a “fully compensated” salary from which employees may elect to purchase benefits at group rates. Effective January 1, 2018, the City will contribute \$785 towards the cost of 2018 medical plan premiums. The total compensation package provides flexibility for purchasing medical insurance at CalPERS group rates for employees without medical insurance.

In addition to medical insurance, employees may choose to purchase:

- Dental insurance (Delta Dental or Delta Care)
- Vision coverage (EyeMed)
- Long-term and/or short-term disability insurance.

Retirement - CalPERS 2.5% @ 55 for “Classic” members or 2.0% @ 62 for “PEPRA New” members, depending upon eligibility. Employee shares in the cost of CalPERS retirement benefits according to a negotiated formula. The current employee contribution is 11.468% for Classic and 9.718% for PEPRA of total compensation. The City does not participate in Social Security. In calendar year 2018, the compensation limit for new members of non-Social Security participants is \$145,666. Medicare is deducted at 1.45% of salary.

Holidays – 11 scheduled holidays, plus one floating holiday and a birthday holiday. The City currently observes an unpaid Furlough period of 4 days each December. Employees may choose to use leave or salary continuation options during the Furlough.

Vacation Accrual - 6.667 to 16.667 hours per month depending upon years of service.

Sick Leave Accrual – 8 hours per month.

Health and Fitness - Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

Life Insurance - City paid \$20,000 life insurance policy.

NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark’s population is approximately 44,380, with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at www.newark.org & take a Video Tour of Newark, CA.