

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see page 2 - 3 for a detailed job description.)

DEPARTMENT OF PARKS AND RECREATION

Kids Korner Preschool Assistant Teacher

The Town of Rocky Hill's Department of Parks and Recreation is currently in the process of hiring Assistant Teachers to work in their preschool program. Qualified applicants should possess an Associate's Degree or equivalent, in Early Childhood Education and/or a minimum of seven (7) years of experience working in a preschool setting or any combination thereof. Applicants should have a thorough knowledge of early childhood development, and have the skills necessary to work with preschool aged children. Candidates must be able to assist the Head Teacher with all classroom duties and activities. Ongoing participation in professional development and training is important. Understanding of State of Connecticut mandated reporting and licensing requirements essential.

This position is a seasonal part-time, non-bargaining position and must abide by all personnel rules which can be viewed online at: www.rockyhillct.gov/hr. The salary is \$15.00 per hour. Anticipated work schedule of 16 to 19 work hours per week.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest that clearly describes how the applicant meets the qualifications set forth in the job description; and 3) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted via email to Human Resources, ATTN: Camille Gilbert (hrdept@rockyhillct.gov).

Applications will be accepted until 4:30 p.m. on Friday, August 7, 2020. Incomplete applications will not be accepted or reviewed by the hiring manager or search committee.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: PRESCHOOL ASSISTANT TEACHER
DEPARTMENT: PARKS AND RECREATION
REPORTS TO: DIRECTOR OF PARKS AND RECREATION AND/OR
HIS/HER DESIGNEE
SUPERVISES: N/A
BARGAINING UNIT: NON-BARGAINING

Summary of Responsibility:

Responsible for assisting Head Teacher in all classroom duties. Assists in maintaining facility, supplies and planning, coordinating and executing daily lesson plans and activities for preschool students. Ongoing communication and updates with supervisors is required.

Essential Functions:

1. Assists in overseeing the safety and well-being of preschoolers.
2. Assists in the supervision of Kid's Korner students.
3. Assists the Head Teacher with planning and implementing the preschool curriculum, incorporating current themes, and applying the same to daily and weekly lesson plans.
4. Helps to ensure rules, regulations, and policies are adhered to at all times.
5. Responds to parent inquiries and concerns as directed by Head Teacher.
6. Assists in the care and cleaning of facility and equipment daily, including safety inspections of all preschool materials and equipment.
7. Assists with the planning of an end-of-year program, and participating in the same.
8. Reports low inventories of supplies and materials to the Head Teacher.
9. Carries out additional duties as assigned by the Head Teacher.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Associate's Degree in Early Childhood Education or equivalent and/or a minimum of seven (7) years of work experience in a licensed preschool setting or any combination thereof.
2. Application materials must reflect working knowledge of early childhood development, as well as knowledge of the principles and practices of preschool programming, policies, and procedures.
3. Understanding of the State of Connecticut mandated reporting procedures and licensing requirements and regulations.

4. Ability to assist preschool volunteers in the performance of their duties.
5. Strong interpersonal and communication skills.
6. Ability to operate a computer and working knowledge of Microsoft programs, as well as some skill relative to organization/file management.
7. Must be able to work independently with general direction and instruction.
8. Must pass Office of Early Childhood (OEC) background check.
9. Proof of current CPR and First Aid certification.
10. Proof of current medical immunizations and documents as required by OEC.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to physically lift or move fifty (50) pounds of weight.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. Physically able to stand, walk, sit, climb, balance, stoop, kneel, crouch and crawl.
7. Dexterity using arms, hands and fingers.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.