CLAREMONT UNIFIED SCHOOL DISTRICT
ANNOUNCES OPENING FOR
Child Development Program Lead School Age Teacher
M-F 7:00 -8:15 and 10:45 – 6:00 pm
Sycamore Elementary School
2017-2018 School Year   (**REPOST**)

Position Description:	Under the general supervision of the Director II, Child Development, lead and provide care, supervision, instructional, and recreational activities for elementary students enrolled in the School Age Child Care Program.
Professional Responsibilities:	• Provides leadership and assistance to staff and volunteers • Leads and supervises the functions and activities of the Child Development staff to ensure operational standards are maintained and that the instructional activities are well planned and appropriately structured • Responsible for a group of children, planning activities that implement the approved instructional program to stimulate intellectual, emotional, and physical development. • Assumes responsibility for care and supervision of children in the classroom, on the playground, and when on field trips during the assigned class hours • Prepares weekly lesson plans and keeps appropriate assessment and conference records for all children supervised • Participates in staff development, parent education, and parent involvement activities • Responsible for maintaining and updating students' records, files, and state monthly sheets • Responsible for maintaining a healthy and safe environment • Assist staff in planning daily activities to meet assessed individual needs in cognitive, social, emotional, and physical areas of development • Provides a coordinated program integrating all required components including basic care and supervision, education, social service, nutrition, and parent education • Supervise all staff on site and collaborates with site principal • Assist with maintaining adult to child ratio • Plan and implement appropriate individualized early childhood curriculum • Holds individual conferences and group meetings with parents to interpret the school program and the individual child's progress • Administers first aid as needed and contacts parents and emergency assistance agencies in cases of serious illness or injury • Other Duties as assigned
Professional Requirements:	• Valid Child Development Site Supervisor Permit issued by the Commission on Teacher Credentialing • Valid First Aid and CPR certificate • Previous teaching experience with school age children • Background in Early Childhood Education and High/Scope training • Experience working with and directing teachers, aides, and volunteers
Salary:	$2,609 - $3,663/monthly. Years of experience under a credential and the number of semester units completed determine placement.
Application Procedures:	Applications are being accepted on our website www.cusd.claremont.edu, through www.edjoin.org only. Applications will be accepted until position is filled. Interviews will be scheduled as appropriate. Any qualified applicant being recommended for a position may be required to obtain fingerprint clearance prior to beginning employment

Information may be obtained from:
Claremont Unified School District
170 W. San Jose Ave.
Claremont, CA 91711
(909) 398-0609 ext. 70303 FAX (909) 398-0622
http://www.cusd.claremont.edu

Issue Date: October 23, 2017
Closing Date: November 3, 2017
Effective Date: **As soon as possible**