



Val Verde Unified School District Employment Opportunity

CERTIFICATED VACANCY

POSITIONS: Substitute Preschool/Childcare Teacher

RECRUITMENT NUMBER: CE1112049

APPLICATION DEADLINE: February 24, 2012

SALARY RANGE/WORK YEAR: \$60 half day rate/4 hours per day
\$120 full day rate/8 hours per day
This position is on call/as needed.

QUALIFICATIONS: Must possess a valid Child Development Teacher Permit; a site supervisor permit (or be eligible) is preferred. Must possess or be willing to obtain within 30 days of employment an Infant and Child CPR and First Aide Certificates.

EMPLOYMENT STATUS:
Non Bargaining Unit Position

APPLICATION PACKET:

Interested applicants are **required** to submit the following:

- Certificated employment application (application must be signed)
- Letter of Interest
- Resume'
- Three (3) current, dated and signed reference letters (not older than two years)
- Copy of Child Development Teacher Permit or Site Supervisor Permit.

NOTE: Application packet must be complete at time of submission.

HOW TO APPLY:

Qualified and interested candidates should submit their certificated application packet to Human Resources, Val Verde Unified School District, 975 West Morgan Street, Perris, CA. 92571-3157. Applications are accepted Monday through Friday between the hours of 8:00 a.m. to 4:30 p.m. Human Resources does not accept electronic or faxed applications or attachments. Please visit our website at www.valverde.edu and click on "Employment" for postings and applications.

❖ This recruitment may be used for future vacancies and substitute vacancies.

JOB DESCRIPTION

DEFINITION

Under the direction of the Administrator Human Resources and the preschool administrator, to serve as a preschool/childcare teacher, on-call, as needed, for daily and short-term/long-term assignments throughout the District in the absence of the regularly assigned teacher; reports to site Preschool Principal or designee

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DUTIES AND RESPONSIBILITIES

- Perform daily duties of the preschool/childcare teacher.
- Follow lesson plans of the preschool/childcare teacher.
- Maintain normal classroom routines and discipline procedures to achieve a desirable learning atmosphere in and out of the classroom.
- Responsible for the supervision of students, in and out of classroom, during the assigned work day.
- Report all student injuries, accidents, illnesses, and discipline problems to the appropriate supervisor, immediately or as soon as is reasonably possible.
- Takes all necessary and responsible precautions to protect students, as well as equipment, materials, and facility.
- Attend all faculty meetings, and specific meetings at the request of the Preschool Principal or supervisor.
- Leave report for the preschool teacher of work done, especially if lesson plans have been altered.
- Correct papers and record grades in grade book.
- Leave adequate notes regarding absences, transfers, new students, and new books ordered and books returned.
- Leave room as neat as possible at the end of the day with things approximately in the same order in which they were found.
- Lock classrooms when away from the classroom with students.
- Assure all windows and doors are locked at the end of the day and report to school office at the end of the day to turn in keys and check out.
- Meet with the Preschool Principal or designee for orientation to the school policies and procedures such as: attendance, discipline, support system, rainy day schedule and any other pertinent policies for that school and enforce school rules, administration regulations and Board of Education policies.
- Perform other duties related to the basic assignment.

02/01/12