



Lead Preschool Teacher Job Description

Part-time, non-exempt, hourly position

Schedule: Tuesdays and Thursdays from 8 am – 1 pm.

Additional hours are available from 1 pm – 3:30 in our Extended Daycare program, if desired.

Reports to: Preschool Director

Salary range: \$18-20 per hour based on education and experience

Benefits: Paid Holidays, Paid Sick Leave, Employee Discounts

The La Cañada Flintridge Community Center Preschool is hiring! Our award-winning preschool is seeking a high energy, innovative Lead Teacher with lots of enthusiasm to teach 3-year-olds on Tuesdays and Thursdays in our half-day program. This person must also encompass a passion to learn, grow and be a team-player.

Key Responsibilities:

- Planning and implementing a developmentally appropriate curriculum for 3- and 4-year-old children in accordance with our Preschool Philosophy.
- Develop and maintain an appropriate working relationship with parents regarding their children.
- Keep current records and evaluate children's progress throughout the year.
- Plan and schedule parent/teacher conferences when directed and/or needed.
- Supervise, train and mentor classroom Assistant Teacher.

Required Qualifications

- Must have a minimum of 12 semester units or equivalent quarter units of Early Childhood Education.
- Must have a minimum of one year experience in a licensed preschool classroom.
- AA or BA Degree in Child/Human Development or Child Center Permit is preferred.
- Must be able to lift up to 25 lbs, bend, squat, and get up and down from the floor
- Applicant must pass a background check including LiveScan fingerprinting.

To apply, please submit a cover letter and resume to jobs@cclcf.org with "Tues/Thurs Preschool Teacher" in the subject line. No phone calls or walk-ins please.

The Community Center of La Canada Flintridge is a non-profit 501(c)(3) organization in operation since 1949 and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, disability, national origin, protected veteran status or age.