
Benefits

Vacation: Progressive, paid vacation starting with 11 days per year.

Sick Leave: 8 hours per month.

Health Insurance: City contribution towards medical coverage.

Holidays: 11 holidays and 4-1/4 floating days off with pay per year.

Dental & Vision: City reimbursement plan. There is a six months' waiting period.

Retirement: Public Employees' Retirement System, *Compensation:* Voluntary.

Life Insurance: 1-1/2 times regular annual wage.

Long Term Disability: Subject to 90 days waiting period.

Benefits are prorated for part-time employees.

Applications

A completed City employment application is required **additionally, please provide a copy of your transcripts showing the required education units.** The Personnel Division will make reasonable accommodations in the examination process to accommodate persons with disabilities.

Additional evaluation (including testing) of job skills, knowledge and abilities may be given.

The Community & City

Menlo Park, population 32,000, is located in southern San Mateo County, midway between San Francisco and San Jose. The physical setting of its nineteen square miles is spectacular with San Francisco Bay to the East and the Pacific coastal range to the West.

The City is well run and is fiscally sound with a total budget of \$60 million. It has 230 full-time employees spread over six service areas. These are Administrative Services, Community (Leisure) Services, Development Services, Library, Public Works and Police.

To Contact Us

Phone

(650) 330-6670

Fax

(650) 327-5382

www.menlopark.org
Personnel
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Employment Opportunity

Day Care Teacher Title 22

30 hours week

Internal recruitment only



\$20.41-\$24.42

Hourly

**Final Filing by 5 pm on:
December 5, 2012**

**Interview date:
December 19, 2012**

Day Care Teacher – Title 22 30 hours

The Position

The City of Menlo Park is seeking a Day Care Teacher to be responsible for the design, planning and implementation of high-quality day care programs for children ages 18 months to eleven years (depending on the program assigned).

Important, Essential Duties

Develops, plans and implements curriculum for classroom appropriate for age group. Must enjoy relating to children and planning a program in which children gain self esteem and a positive attitude toward education, their child care center and other children and adults. Will oversee the safety, cleanliness and well-being of the children under his or her care. This includes being aware of each child's physical and emotional needs. Oversees nap and meal times, ensuring that they are a pleasant, orderly, educational experiences for the children. Maintains records on all children including social/emotional growth, physical health, cognitive abilities and any observations on the children's development skills. Maintains on-going open communication with parents regarding their child's participation and behavior within the program. Working knowledge of emergency procedures. May be required to open and close the Center. Will attend all in service (held evenings and weekends) parent and team/staff meetings.

Essential Qualifications

Knowledge of: Stages of development of age groups 18 months to eleven years and curriculum planning and development.

Ability to: Enjoy interaction with children and the ability to access their needs and understand and respect individual differences in children. Experience with curriculum development for children between the ages of 18 months to eleven years. Ability to communicate clearly verbally and in writing; follow both written and verbal instructions. Work cooperatively with a team of professionals including tact, mature judgment and flexibility. Willingness to take classes and or workshops in order to increase effectiveness as a teacher. Must be capable of obtaining a Class II California Drivers License.

License: Possession of a valid Class C California Drivers License. Approved as a Teacher by the State Department of Social Services

Experience: one year experience working in a Child Care Center.

Education: A Bachelor's Degree in Child Development plus one year experience working in a Child Care Center, or minimum current teacher requirements as specified by the California State Department of Social Services.

Working Conditions: Standing, stooping, bending, squatting, kneeling and lifting up to 30 lbs.

Work hours:

12pm-6pm Monday—Friday

Please provide a copy of your transcripts with a completed application.

Our Values

The following values define and inspire how we work in the City of Menlo Park. They represent our core priorities and form the basis of our organizational culture.

Accountability
Customer Service
Teamwork
Innovation
Open Communication
Nurturing Work Environment

These values are put into practice everyday in the way we treat customers and each other and in the policies and programs supported by the organization.

Our Culture

The City of Menlo Park is a great place to work. It provides a level of service and commitment to professional excellence that is often only found in larger cities. Yet, it offers many advantages that come from working in a smaller organization such as fun citywide events, a can-do atmosphere and the support to learn and develop.

EEO Statement

The City of Menlo Park is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply.

The information contained herein does not constitute an expressed or implied contract and these provisions are subject to change.