

Job Title: Teacher
Job Hours: 40 hours week Monday - Friday (full time)
Job Site Location: 1100 California St. San Francisco, CA 94108

Supervised by: Director and Lead Teacher
Salary: Depending on education and experience
Benefits: Benefits, including medical, dental and vision included. Generous vacation and sick leave policy. Includes employer contribution to 403(b) retirement account.

Organizational Description: The Community Preschool, Grace Cathedral is a mixed age, play based preschool whose primary mission is to provide tuition subsidized education for children of the Tenderloin and other neighborhoods of SF in a socio-economically diverse preschool setting. The composition of the school is one-third full-fee payers, one-third partial fee payers, and one-third 99% funded students. The school has been functioning since 2008. The program is a full day, year round program, offering care from 8:00 a.m. to 6:00 p.m. The school is located at Grace Cathedral in San Francisco and seeks to prepare its students for kindergarten programs both in the public and private sector through project based learning. There are 21 students and 4 teachers.

Roles and Responsibilities:

- Professional ethics of confidentiality, discretion and good judgment.
- Work closely with other teaching staff in the development of a comprehensive children's program in accordance with the preschool's ECE philosophy, policy, and procedures.
- Provide individualized and small group instruction in order to adapt the curriculum to the needs and interests of each child.
- Assist in creating a warm, nurturing, and respectful atmosphere for the children to be encouraged to learn and grow.
- With the input of classroom staff, complete DRDPs twice yearly and lead parent teacher conferences for primary care children assigned to you.
- Participate in the planning and implementation of staff meetings, staff in-service trainings, and professional development workshops
- Work cooperatively with parents, staff and third party consultants to meet the individual needs of children and their families
- Maintain positive communication regarding the preschool and organization to parents, other staff members, and the surrounding community.
- Meet regularly with parents regarding the developmental progress of children and interpretation of the preschool's policies
- Be able to occasionally work overtime for school events/functions and or meetings.
- Attend professional development trainings during the workday or on a Saturday occasionally, paid time.
- Enforce all Licensing Regulations set forth in the Manual of Policies and Procedures, under Child Care Center, including, but not limited to, insuring that appropriate staff-child ratios are maintained at all times.
- Report all injuries and other health concerns to the administration, and administer pediatric first-aid when necessary, and as mandated by state law, report any suspected child abuse.
- Assist Director in all matters pertaining to the effective and efficient running of the childcare facility.
- There is no parking provided.

MINIMUM Qualifications:

- 12 units completed in Early Childhood Education (ECE) or Child Development (CD).

- 60 days of 3+hours/day work experience within the last 2 years within the early education field.
- Fingerprints clearance through Department of Justice for Child Abuse Index Check and Criminal Record Statement.
- NEGATIVE TB test from the past year.
- Ability to speak Spanish or Cantonese/Mandarin.
- Ability to speak, read, and write the English Language fluently.
- Knowledge of low-income, homeless issues, and trauma informed practice for children and families preferred.
- Knowledge of and sensitivity to the cultural background of the children and families being served.
- Ability to relate to children and adults in a positive, respectful manner.
- Knowledge of DRDPs, ECERS, Pyramid/CSEFEL Teaching Model preferred.
- Ability to lift and/or carry children up to 60lbs.
- Ability to move from the floor quickly in case of emergencies and/or during conflict situations.
- Ability to supervise/work with a staff of varying educational and experiential backgrounds with sensitive leadership, maturity, and stability.
- Arrive at work on time, be mentally present, play, have fun, inquire and learn WITH the children.

To be considered please complete this [screening form](#). We will be contacting candidates who meet our criteria for resumes and additional information.

It is the policy of Grace Cathedral that no person, otherwise qualified, will be discriminated against on the basis of sex, age, race, color, national origin, sexual orientation, or because of any physical, mental or medical disability unrelated to the ability to engage in the activities involved with the job.