

****REVISED****

Notice of Importance...

ANNOUNCEMENT OF VACANCY

**— — LENNOX SCHOOL DISTRICT — —
10319 FIRMONA AVENUE/LENNOX, CALIFORNIA**

POSITION: Lennox State Preschool Substitute Teacher (4 Positions)

REPORTS TO: Director of State Preschool

EVALUATED BY: Director of State Preschool

WORK YEAR: As needed

SALARY RANGE: \$18.92 per hour

SUMMARY:

The Preschool Substitute Teacher is responsible for the education, supervision and management of children during the absence of the regular teacher.

DUTIES & RESPONSIBILITIES:

1. Plans, supervises, and implements the program for the class in accordance with the policies and philosophy of the District's Preschool or Early Childhood Education Program.
2. Ensures the health and safety of the children.
3. Implements a program that meets the needs of individual children specifically developing activities that focus on children's interests, special needs and level of development.
4. Treats children with dignity and respect.
5. Maintains a safe, orderly and appropriate learning environment in and outside of the classroom.
6. Participates in recommended training programs, conferences, courses and other aspects of professional growth.
7. Plans and implements methods to establish a positive relationship with parents and school site staff.
8. Keeps accurate attendance records, anecdotal progress reports and portfolio support documentation on individual children.
9. Performs other related duties as assigned by the immediate supervisor.

QUALIFICATIONS:

- Bachelors Degree in Early Childhood Education, Child Development or related field highly desirable
- Ability to speak Spanish desirable
- Possess or qualify for Child Development Teacher Permit (24 units of Early Childhood Education)
- Ability to work successfully with economically disadvantaged bilingual, and minority children
- Ability to guide, direct, and interact with parents

APPLICATION PROCESS:

1. Application (apply on Edjoin.org)

Upload the following:

2. Résumé
3. Two letters of recommendation (letters must be signed and dated within one (1) year)
4. Copies of appropriate credential(s) and certificates (CPR, TB, etc.)
5. Proof of completion of Mandated Reporter Training (Personnel Training AB 1432) due at time of hiring. (Online training go to: www.mandatedreporterca.com)

Benefited: No

Union/Non-Union: Non-Union

Retirement Plan: MetLife

CLOSING DATE: Until Filled

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LENNOX SCHOOL DISTRICT NONDISCRIMINATION STATEMENT

The Lennox School District is committed to ensuring equal, fair, and meaningful access to employment and education services. The Lennox School District does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The Offices of Instructional Services and Personnel are charged with overseeing, leading, and directing the District's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in District employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to Ms. Becki Blanco, Chief Instructional Officer (310-695-4036), and Dr. Hiacynth Martinez, Chief Personnel Officer (310-695-4003).

Equal Opportunity Employment