

**Notice of Importance...**

**ANNOUNCEMENT OF VACANCY**

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

**POSITION:** Lennox State Preschool Teacher  
**REPORTS TO:** Director of Preschool  
**EVALUATED BY:** Director of Preschool  
**WORK YEAR:** 191 Workdays / 8 hours (*contingent upon available funds*)  
**SALARY RANGE:** \$2,407 - \$3,458 per month

**SUMMARY:**

The Lennox State Preschool Teacher is responsible for the education, supervision and management of children, between the ages of three and five years of age, who are attending the District's State Preschool Program. The program operates 185 days a year with a morning and an afternoon session of up to 24 students in each class. The teacher is responsible for the planning of appropriate educational lessons and activities for the children in accordance with the Pre-K curriculum and with state teacher/adult and child ratio requirements. The person selected for this position must be professionally prepared as a teacher of young children, especially in the field of early childhood education and development.

**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:**

- Bachelor's Degree in Early Childhood Education, Child Development or related field desirable
- Ability to speak, read, and write Spanish required
- 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)
2. Cover letter
3. Résumé
4. Two letters of recommendation (letters must be signed and dated within one (1) year)
5. Copies of appropriate credential(s) at time of hiring
6. MMR, Dtap, Flu shots and CPR/First Aid due at time of hiring
7. Proof of completion of Mandated Reporter Training (Personnel Training AB1432) due at time of hiring. (Online training go to: [www.mandatedreporterca.com](http://www.mandatedreporterca.com))

**Benefited: Yes**  
**Union/Non-Union: Union**  
**Retirement Plan: CalSTRS**

**CLOSING DATE: Thursday, December 27, 2018, 8:30 a.m.**

**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**