



**City of Los Angeles, Department of Recreation and Parks  
Child Development Program**

**Child Care Recreation Assistant (Preschool Teacher)  
Various Locations**

**Weekly Available Hours:** 15- 20 hours/week; hours may vary based on need

**Hourly wage:** \$20.18

*(The current salary range is subject to change. You may confirm the starting salary before accepting a job offer.)*

Recreation and Park's Child Development Program is currently hiring Recreation Assistants throughout Los Angeles to work at our newly opening preschool sites. Staffing placements will be prioritized for facilities currently open or scheduled to open soon. Recreation Assistant is a permanent part-time and year-round job position.

**Location:** Various child care centers in specific areas within the City of Los Angeles: Valley, South LA, East LA, Boyle Heights, North Hollywood, Echo Park and Pacoima. **(Teachers hired will be able to choose service area preferences).**

**Child Development Permit Compensation:** Any Recreation Assistant assigned to a child care facility, who is in possession of a current, valid Child Development Teacher Permit shall receive an additional rate.

**Description of Duties:** Preschool Teacher

- Organizes, conducts and supervises activities for children ages 2 to 6 years of age
- Responsible for creating and implementing monthly/weekly lesson plans.
- Assist in program marketing; recordkeeping and preparing related reports.
- Makes recommendations regarding the acquisition or replacement of supplies.
- Set-up facility for special events, classes and activities.
- Adheres to City and departmental policies and procedures; performs related duties as required.

**Qualifications Knowledge of:**

- Policies, procedures and regulation governing the conduct and safety of children.
- Methods and practices used in maintaining an effective program.
- First aid and health and safety practices.

**Ability to:**

- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with parents, the public, staff and other agencies.
- Exercise good judgment, courtesy, and tact with parents, the public, staff and other agencies.
- Utilize quality customer service skills and techniques.
- Physically interact with preschool children

**Experience and Education Requirements**

- At least 6 months to 1-year experience in a **licensed child care facility.**
- Completion of 12 units or more of college level courses in Early Childhood Education and/or Child Development.
  - Child Growth and Development **or** Human Growth and Development (3 units)
  - Child, Family, and Community **or** Child and Family (3 units)
  - Child Development Program and Curriculum (3 units)
  - Early Childhood Education and/or Child Development Course (3 units)

**License or Certificate**

- Possession of a valid California Driver's License
- A Children Center Permit at Associate Teacher or above is preferred

**To Apply:** Send resume and copy of transcripts to [childcareprompts@gmail.com](mailto:childcareprompts@gmail.com) with Subject line of **Child Care Teacher**

**Last Day to Apply: May 28<sup>th</sup>, 2024**

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:

[https://clkrep.lacity.org/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)

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