



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

**Recreation Assistant
Child Care**

Available Hours: 9:00am -1:00pm; 1:00pm -5:00pm; and 2:00pm-6:00pm

Weekly Available Hours: 15- 20 hours/week; hours may vary

Recreation and Park's Licensed Preschool 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.

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, copy of transcripts and a cover letter to childcareprompts@gmail.com with Subject line of Child Care

Last Day to Apply: November 9, 2023 (Extended)

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