



PLEASANT HILL RECREATION & PARK DISTRICT  
**Substitute Preschool Teacher – Preschool  
JOB ANNOUNCEMENT**

**APPLY VIA EMAIL TO** Sarah Smith [ssmith@pleasanthillrec.com](mailto:ssmith@pleasanthillrec.com)  
Submit letter of intent with District Application, resume, transcripts

**FILING DEADLINE:**  
Open until Filled

**SALARY**  
\$16.83-\$20.69/hour

**REPORTS TO:**  
Preschool Director - Preschool

**THE POSITION**

Substitute Preschool Teacher, under supervision of the Preschool Director, is responsible for developing, organizing and teaching preschool age children for Pleasant Hill Recreation Preschool during the school year and teaching camps during the summer.

The position offered is on call working with various age groups. Shifts vary from 7:45 a.m.- 4:00 p.m. This position is with children 2-6 years of age.

This position requires, classroom management skills, patience, good communication skills, and the ability to multitask.

Substitute Preschool Teacher must also remain professional at all times and be able to handle conflict well. The ideal candidate should be self-motivated and have natural leadership abilities.

**Example of Duties:**

- Create, plan and implement developmentally appropriate curriculum with a play based, process oriented approach.

- Maintain a clean and organized classroom.
- Change diapers and assist in potty training children.
- Communicate with parents regarding the needs of students.
- Work as a team with a co-teacher.
- Ensure all safety policies are followed to ensure a safe environment for participants.
- Administer preschool classes and summer camps.

## **QUALIFICATIONS:**

### **1) Education**

Minimum of 12 Early Childhood Education units, preferred.

### **2) Experience**

Minimum two years preschool teaching experience, preferred.

### **3) Licenses, Certificates and Special Requirements:**

Valid California Class C Driver's License with a good driving record and Certificate of current Automobile insurance. First Aid, CPR and AED certification is required, but may be obtained during the probationary period.

Must be able to stand for extended periods of time. Must be able to lift and carry 40 pounds, kneel, squat, bend and sit on the floor. Must be able to speak clearly and hear in a loud environment.

## **BENEFITS**

Pleasant Hill Recreation & Park District offers an attractive salary compensation in a professional, fun and growth oriented environment. There are no medical/dental benefits offered for this position. Part time staff are eligible for the PARS retirement plan.

**Workers Compensation:** All employees are covered under the District's Joint Powers Authority, CAPRI

## **ABOUT PLEASANT HILL RECREATION & PARK DISTRICT**

Pleasant Hill Recreation & Park District was established in 1951 by citizens who desired recreational opportunities and park facilities in their community. The District is governed by the Public Resources Code of the State of California and operates as a Special District, an independent governmental agency separate from the City of Pleasant Hill. The Board of Directors establishes policy for the District. Pleasant Hill Recreation & Park District is managed by Michelle Lacy, General Manager. Under the General Manager is one superintendent, six supervisors who manage the day-to-day operations for Parks, Programs, Sports, Aquatics, Senior Citizens Activities, Information Systems, and Accounting.

### **Our Impact:**

We serve over 40,000 people within the community, an area about 20% larger than of the City of Pleasant Hill.

We touch approximately 100,000+ persons who participate in programs, visit District facilities, or volunteer annually.

We promote an active, healthy life-style for preschool, youth, teens, adults and seniors.

We foster self-enrichment and personal development through offering over 2,300 classes, programs and activities.

We preserve and drive community economic value by providing diverse programs, well-maintained neighborhood and community parks, trails and open space to attract and retain residents, businesses and visitors.

We strengthen community engagement by working closely with community partners and clubs, coordinating volunteer activities, co-sponsoring community events, and supporting local charities.

We preserve and protect natural resources of California by conscientiously and proactively maintaining the District's 269 acres of parkland.

We improve safety and security by providing positive recreational activities and safe environments for at-risk groups.