



**El Cerrito Preschool Cooperative**  
7200 Moeser Lane, El Cerrito CA 94530 (510)526-1916  
www.ECPCkids.com License # 070200235

## **Job Opening, Preschool Teacher/Director**

The spirit of the El Cerrito Preschool Cooperative (ECPC) is cooperation. Parents, teachers, the Board, and the staff work together to create a safe, nurturing, and rich environment for the sixty children and families who participate in morning and afternoon programs each year. ECPC has operated as a parent cooperative and maintained an unyielding commitment to play-based learning for over 70 years. Our mixed-age program encourages each child to develop physically, socially, emotionally, and cognitively. ECPC does not maintain an academic curriculum. The grounds—2,000 square feet of inside play space situated on a 5,000-square-foot lot—provide our children with a range of inside and outside activities as well as space to engage in both active and quiet play. Every day, two teachers work with at least six parents and up to 30 children to create an adult-to-child ratio of 1:4. This ratio allows teachers to provide close supervision and individual attention to all children and participating parents.

Now, ECPC seeks YOU to become our next AM Teacher/Director. We want your new ideas, high energy, and boundless optimism. This is the teaching job you have been looking for. The new Teacher/Director will join a committed teaching staff that has been teaching at ECPC for a combined 55 years. ECPC teachers benefit from a supportive work environment committed to continued professional development, competitive pay rates, benefits, paid time off, and bonuses. Additionally, teachers enjoy the ongoing support of colleagues, parents, and the ECPC Board. While the professional teaching staff directs the AM and PM programs, our member families own the school and are responsible for administration, maintenance, and fundraising. This allows our teachers to concentrate on providing a rich and stimulating environment, thereby creating a real and lasting positive impact on our children and parents.

### **Responsibilities**

#### *Child Development*

- Develop and implement activities that provide children with a range of multi-sensory experiences.
- Assist children at their own developmental level to enhance social, emotional, and cognitive growth.
- Assist children with their ongoing adjustment to the program and peers.
- In collaboration with fellow teachers, define and implement the preschool's philosophy.
- Respond appropriately to conflict situations with clear, consistent, and age-appropriate strategies that are consistent with the school's philosophy.
- Hold parent-director conferences for families enrolled in the AM program.

### *Curriculum and Educational Philosophy*

- In collaboration with fellow teachers, plan and conduct the daily program and provide a developmentally appropriate environment that reflects our school's philosophy.
- Review and revise the program structure and curriculum using new ideas from professional development courses, readings, educational theory, and input from other teachers and members.

### *Parent Education*

- Develop and implement an informal, ongoing educational program for the participating parents.
- Supervise and assist parent participators, especially as they engage in conflict resolution.
- With fellow teachers, other staff, and Membership Chair, plan and implement an orientation meeting for new members, to be held annually in August.
- With fellow teachers, plan and implement up to four parent-training workshops annually.

### *Professional Development*

- Plan and conduct weekly meetings with teaching staff.
- Develop and pursue a written plan of professional development.
- Twice annually, spend time in the PM program for purposes of sharing teaching ideas and unifying the co-op.
- Update relevant coursework as necessary to remain current in Early Childhood Education.

### *Licensing*

- Work cooperatively with the Board Vice President and the Administrative Coordinator to ensure Community Care Licensing requirements are maintained.

### *Work Schedule*

- Be on site Monday-Friday, 7:30am-1:30pm. (Summer maintains a different schedule.)
- Attend all Board of Directors and General Membership meetings (two evenings per month).

### *Administrative*

- Conduct intake meetings and oversee paperwork for all new enrollees in the AM program.
- Act as consultant to the Budget Committee, providing recommendations on budget priorities and needs.

## **Qualifications**

### *Required*

- Teacher qualified (i.e., 12 or more Early Childhood Education units in required coursework).
- Prior preschool teaching experience.
- Current negative TB test.
- First Aid and CPR certified.
- Demonstrate clear Live Scan report (includes background/FBI check) before employment.

*Preferred*

- A Child Development Site Supervisor Permit or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.
- Experience teaching, directing, and/or parenting in a cooperative preschool.
- Availability starting April 2012.

**Compensation**

- Competitive pay rates commensurate with experience
- Benefits
- Paid time off

**How to Apply**

Please reply to this posting no later than Sunday, February 12, 2012 with a resume (including relevant coursework/qualifications), a statement of your teaching philosophy, and references. Applications may be sent to the attention of the Vice President at El Cerrito Preschool Cooperative, 7200 Moeser Lane, El Cerrito, CA 94530 or emailed in .pdf format to [vp@ecpckids.com](mailto:vp@ecpckids.com)

For information on ECPC and the AM Teacher/Director position, please visit <http://ecpckids.com>

ECPC's staff proudly reflects the diversity of our students and community. We are an equal-opportunity employer and encourage all qualified individuals to apply regardless of race, ethnicity, national origin, gender, and/or sexual orientation.