

City of Los Angeles Department of Recreation and Parks
PALMS RECREATION CENTER
2950 Overland Avenue
Los Angeles, CA 90064
Office: (310) 838-3838 Fax: (310) 838-4045

Recreation Assistant – Preschool Teacher Positions
Numbers of Positions– 3

DAYS / HOURS: Monday – Friday 8:30 a.m. – 1:30 p.m.

Description of Duties: Preschool teachers lead young children in activities that stimulate physical, social and intellectual growth. They educate children primarily through stimulus and play, using props, games, stories, art and music. You'll work with students on social skills and vocabulary development as well.

Other responsibilities:

- Develop a careful and creative program suitable for preschool children
- Employ a variety of educational techniques (storytelling, educational play, media etc.) to teach children
- Observe each child to help them improve their social competencies and build self-esteem
- Encourage children to interact with each other and resolve occasional arguments
- Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum (identify shapes, numbers or colors, do crafts etc.)
- Track children's progress and report to parents
- Collaborate with other teachers
- Maintain a clean and tidy classroom consistent with health and safety standards

Qualifications: Employees in the classification as Recreation Assistants must be 18 years or older and have experience working with children specifically ages 3.5-5 in a structured setting. Applicants must have completion of at least 6 semester units in early childhood education or child development. Previous experience working with adults and young children of varying abilities and needs is preferred. We are looking for outgoing creative people with a positive attitude.

To Apply: Fax or send resume to:
Ruthie Escarcega, Recreation Coordinator
E-mail: palms.recreationcenter@lacity.org
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2950 Overland Avenue
Los Angeles, CA 90064
Fax: (310) 838-4045

Last Day to Apply: July 27, 2017