



Job Title: Pre-K Teacher
Reports To: Lead Pre-K Teacher
Location: Excelsior and Portola neighborhoods of San Francisco
Salary Grade/Range: \$25.00/hour, based on experience, plus excellent benefits
Status: Full-time, non-exempt position
To Apply: Review full posting. If a match with qualifications and interest, email your cover letter and resume to jobs@fccenters.org with job title in the subject line. No phone calls or recruiters. Only resumes with cover letters will be reviewed.
Date: December 13, 2021

Position Summary:

Family Connections Centers is seeking an experienced preschool teacher to join a dedicated team of professionals at a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. The position is a good fit for a qualified and dedicated early childhood education teacher who thrives working with diverse communities of staff and parents, is self-directed and collaborative, and who demonstrates highly effective communication skills, excellent judgement, and ethics.

For over 25 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help children and families thrive.

The Pre-K Teacher is responsible for teaching and supervising the children in the preschool program. They work closely with their co-teacher, substitutes and trainees to develop and nurture each child's social, emotional, physical, and cognitive skills necessary for kindergarten readiness. The PreK Teacher also works closely with parents and caregivers to enhance their involvement in their child's educational development. The PreK Teacher maintains current knowledge of the field and may be required to provide agency in-service trainings, and works within the licensing requirement staffing ratio in place at Family Connections.

Required Qualifications:

- BA with a minimum of 12 ECE/CD units including core courses (child/human growth & development; child/family/community or child/family relations; and programs/curriculum)
- Teacher Permit or Site Supervisor Permit preferred
- Bilingual in English and Cantonese or English and Spanish strongly preferred
- Minimum of 2 years of experience as a preschool teacher
- Experience working effectively in diverse communities of staff and participants
- Collaborative and self-directed, with the ability to work well in teams and independently
- Confident and respectful classroom management skills and approach
- Excellent verbal, written, and interpersonal communication skills, including listening skills
- Professional ethics of confidentiality, discretion, and good judgment
- Lives Scan Clearance and physical health/TB clearance required to be maintained throughout employment

Job Details - Essential Functions

Programs – Children, Families and Safety

- Writing and implementing age appropriate project-based activities utilizing the Creative Curriculum
- Ensure the curriculum covers a spectrum of learning areas including: Language and Early Literacy, Mathematics, Science, Social Studies, Fine Arts, Health & Safety, Personal and Social Development and Physical Development
- Ensure program and classroom follows licensing compliance requirements and mandatory assessment standards including ECERs, CLASS, QRIS and other tools
- Provide oversight of daily operation of the classroom, including overall safety, accident and illness prevention, positive interactions and productive educational activity



- Maintain visual and auditory supervision of children at all times to ensure safety in classroom, in play yard, and offsite on field trips
- Participate in semi-annual teacher-parent conferences, DRDP-PS, ASQ, ASQ-SE for new incoming families
- Develop and maintain a positive and confidential relationship with parents/caregivers of every child, including thorough communication about program and child's progress
- Participate in planning, preparing, and conducting parent orientations and end-of-the year event
- Assist community partners with set up when they are in classroom to provide a service to the children and must be active participant along with children during workshop activities
- Follow mandatory reporting requirements for suspicion of child abuse or neglect
- Follow requirements for reporting and record-keeping of injuries or accidents

Record Keeping and Other Responsibilities

- Conduct ongoing evaluation, documentation, and observation notes of children to create individualized portfolios and information sharing with parents/caregivers, for referrals, and partnering schools
- Maintain records for each participant/child following licensing, agency and grant requirements
- Support the development and distribute monthly program newsletter, calendar, and curriculum
- Monitor, maintain and order necessary inventory within approved budget and approval of supervisor
- Participate in staff meetings, in-service trainings, consultations, and professional development workshops
- Assist with data entry and updating data information in agency and funder databases
- Perform other duties and ad hoc projects as needed or requested by supervisor

Work Environment

This job operates in a professional classroom and office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 25 pounds and on occasion may require lifting/carrying a child or object up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Family Connections Centers is an equal opportunity employer and values diversity, inclusion, and respect. We welcome and strongly encourage applicants from all backgrounds. All qualified applicants will receive consideration for employment.